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## CONTENTS



GRAMMAR (Sections 1–2)
VOCABULARY (Sections 3–4)

# 1.1 Grammar

(Section 1 & 2)

**Section 1**
## Modern Grammar
More concerned with the communicative approach.
Bases its studies on the sentence synthesis.

1 Phrase and Clause
2 Subject and Predicate
3 Components of a Sentence
4 Functional Types of a Sentence
5 Structural Types of a Sentence

**Section 2**
## Classical Grammar
A set of classical rules

1 Parts of Speech
2 Tenses
   2.1 Active Voice
   2.2 Passive Voice
3 Narration
   3.1 Direct Narration
   3.2 Indirect Narration
4 Punctuation



## Section 1

ALPHABETS → WORDS → PHRASE / CLAUSE → SENTENCE

### (Point 1: Phrase and Clause)

**PHRASE**
1. Collection of words
2. Incomplete meaning
3. No FINITE Verb (No Tense)
4. Either Subject OR Predicate

**EXAMPLES:**
In the sky
Going to school
A blue bird
Kick the bucket

**CLAUSE**
1. Collection of words
2. Meaningful
3. One FINITE Verb = one clause
4. Have 'Subject 'AND' Predicate' both

**EXAMPLES:**
I saw a bird in the sky.
Ali was going to school.
A blue bird flies in the air.
His uncle kicked the bucket last year.

### (Point 2: Subject and Predicate)

**SUBJECT**
1. Noun/ Pronoun about which we inform
2. A Noun Phrase

**EXAMPLES:**
1. Bilal killed a snake.
2. A very brilliant student topped in the class.
3. The nation of Pakistan daydreams all the time.
4. In the morning, on the grass runs a grasshopper

**PREDICATE**
1. Information about the Subject
2. A Verb Phrase

**EXAMPLES:**
1. He rides a bicycle.
2. The people ran fast.
3. He plays in the park.
4. On the top floor lives Ali.

## (Point 3: Components of a sentence)

**S V O C A**

1. Subject | 2. Verb 3. Object 4. Complement 5. Adverbial

(2–5: Predicate)

3.1
- Subject-word (Essential) → Quaid-e-Azam,
- Subject-attribute (Non-essential) → the greatest leader of the muslims

Quaid-e-Azam, the greatest leader of the muslims fought a war of logic with the British Raj.



## 3.1 Subject

**SUBJECT WORD** (SW)(Essential component)
The word about which Verb speaks; therefore, directs S-V agreement.
You cannot erase a subject-word.

**SUBJECT ATTRIBUTES** (SA) (NON-ESSENTIAL)
Words appearing as qualities of subject-word
- PRE MODIFIERS
- POST MODIFIERS



**EXAMPLES**

1. **Bilal** killed a snake. (Only SW 'Bilal', No SA)
2. A very brilliant **student** of Intermediate topped the exam.
   SW= STUDENT SA= A very brilliant (PRE MODIFIER)
   of Intermediate (POST MODIFIER)
3. The **nation** of Pakistan daydreams all the time.
4. A cool **breeze** of the spring ameliorates life.

## 3.2 Verb

### MAIN VERB (MV)

**Regular Verbs**
**(Verb +ed)**
Play played played
Enjoy enjoyed enjoyed
Fine fined fined

**Irregular Verbs**
**(Verb + other morpheme)**
Eat ate eaten
Take took taken
Buy bought bought

### HELPING VERB (HV)

**Primary**
Be (is, am, are, was, were, been)
Do (do, does, did)
Has (Has, have, had)

**MODALS:**
Will, Would, Shall, Can, Could,
May, Might, Should, Must,

## 3.3 Object

Receiver of the action/ target of the action (A Noun Phrase/clause)

### Direct Object (DO)

**It is what the verb is being done to.**

A direct object answers the question "what?" or "whom?"

Ijaz repaired **his car**. (What did Ijaz repair?)

He invited **Mary** to the party. (Whom did he invite?)

The Quaid fought **a war of logic**. (fought what?)

### Indirect Object (IO)

**An indirect object is the recipient of the direct object**

An indirect object answers the question "to whom?", "for whom?", "for what?"...

They sent **him** a postcard.

He bought **his son** a bike.



## 3.4 Adverbial

A word/phrase/clause that expresses 'the **manner**', '**place**', and '**time**' of the verb

### Adverbials of manner

Fast/ very fast.

In a beautiful style.

With the British Raj.

Bravely/ in a brave manner

### Adverbials of Place

In the park.

On the notebook.

Along the canal.

Out of the country.

### Adverbials of Time

In the morning.

Daily/ everyday/ all the time.

With the dawn.

Day before yesterday.

**Adverbials of manner**

I will sit **quietly**.(Normal adverb)

I will sit **in silence**. (Adverbial phrase)

I will sit **like a monk meditates**. (Adverbial clause)

**Adverbials of Time**

I'll do it **in a minute.**

**After the game**, the king and pawn go into the same box.

Do not wait for the last judgment. It takes place **every day.**

**Adverbials of Place**

I used to work **in a fire-hydrant factory**. You couldn't park **anywhere near the place**.

Opera is when a guy gets stabbed **in the back** and, instead of bleeding, he sings.

## 3.5 Complement

A word or a group of words that completes a grammatical construction (largely a noun or an adjective)

The house is **small.**

They elected her **president.**

### Object Complement

**Follows/modifies/refers to a direct object.**

We appointed him **treasurer.**

They painted the house **white**.

They thought him **an interesting speaker.**

### Verb Complement

A verb complement is a direct or indirect object of a verb. (Discussed earlier)

He gave **me** a **present.**

I sent **Arshad** a **letter.**

### Subject Complement

**Follows a linking verb and qualifies the subject.**

I have **a flower** in my hand.

A glacier is **a huge body of ice.**

The travelers became **sleepy.**

**Summary**: These three initial pages are just like blood in the arteries of Grammar. The points discussed on page 4,5 and 6 impart the reader the basic knowledge of sentence synthesis. This brief chunk of knowledge guides the learner all the way to understand grammar as a whole. Two very essential components Subject-word and Verb are the minimal requirements to compose one clause. **Subject-word** and **Verb** are the minimal requirements to compose one clause. MCATIANS !now you are ready to pick the rules that bind one word/ phrase with another within a sentence.

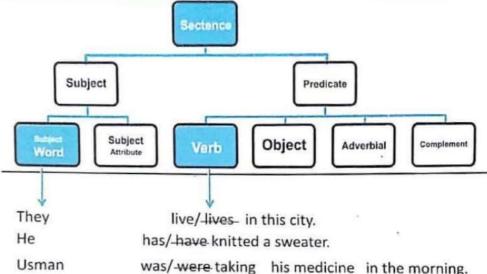
**In a sentence the usage of one word influences the usage of another word**. Section No. 1 covers all such possibilities of influence. Subject-Verb Agreement being the most prominent example of such influences is given on the next page.

## 1.2 Subject-Verb Agreement



They live/ ~~lives~~ in this city.

He has/ ~~have~~ knitted a sweater.

Usman was/ ~~were~~ taking his medicine in the morning.

The **people** of the caves ~~was~~ / were making tools.

The **teacher** with his students is/ ~~are~~ traveling to the north.

✓The **blessings** of God boost / ~~boosts~~ our confidence
S (N/P) + V + O (N/P)

✓**Singular Subject = Singular Verb** **Plural Subject = Plural Verb**

✓S1 + of + S2 + V + O

## Rules: S1 + and + S2

*S1 + and + S2*

1. S1 + and + S2 + Verb Plural (**Bilal and Ali** were studying English under a tree)
2. S1 + and + S2 + Verb Singular (If S1 and S2 refer to the same object / concept)
   (a) **Time and tide** waits for none.
   (B) **Honor and glory** is his reward.
   (C) **My friend and benefactor** is dead.
3. A/an/the + adj + and + adj + S (singular) + Verb Singular.
   (**A white and red** cow is / ~~are~~ grazing.)
4. A/an/the + adj + and + a/an/the +adj + S (singular) + Verb plural.
   (**A white and a red** cow ~~is~~ / are grazing.)
5. Each + S1 + and + every + S2 + Verb SINGULAR. (**Each** boy and **every** girl is present)

*First Subject*

First Subject → Verb (When Singularity and Plurality of the verb is declared by the First Subject)

6. S1 + of + S2 + V + O (The teacher **along with** his students **is** here.)(I **as well as** he **am** a doctor.)

   **If S1 and S2 are joined by: of/ as well as/ together with, and not, but not, besides, with, in addition to, except, like, along with; Consider S1 For the adjustment of verb.**

***Examples:***

Ali, **like** his brothers **quarrels** / ~~quarrel~~ all the time.

My friend **and not** his relatives ~~were~~ / **was** coming to the ceremony.

All the students **except** me ~~was~~ / **were** protesting.

Second Subject → Verb (When Singularity and Plurality of the verb is declared by the Second Subject)

Second Subject

7. Neither + S1 + nor + S2 +V + O
   Neither Ahmed nor **his parents** ~~was~~ / were present.
   Neither the directors nor the **chairman** is / ~~are~~ interested in this plan
8. Either + S1 + or +**S2**+V + O (Either his friends or Ahmed was / ~~were~~ present.)
9. Not only + S1 + but also +**S2**+V+ O (Not only Ahmed but also his parents ~~was~~ / were present.)
10. S1 + or + **S2**+ Verb (Ahmed or Zahra has/~~have~~ lost her/~~thier~~ notebook.)(Ahmed **or** his **friends** lost **their** books)

Second Subject

FRACTION of Something: 1. half of the _____ 2. Quarter of _______ 3. Heap of _____ 4. Heaps of __
5. The rest of __ 6. Most of _____ 7. A lot of/ Lots of ____ 8. Some of _____

*Examples:*

(a) Half of the **plate is** empty (b) Half of the **plates are** empty.
(c) A quarter of **it is** fresh/ A quarter of **them are** fresh. (D) There is heaps of **time** before the plane arrives.
(e) A lot of **sugar has** been sold.

11. (No +any + some + every) + ( body + one + where + thing) 16 words e.g No body, No one 16 +
   ( each + either + neither) = 19 words
   **With these 19 words SINGULAR VERB is used (Each** of the boys **is** present)
   **Anybody** who comes onto the stage will get a chance to win a return ticket to the U.K.
   **Nothing** costs higher than the wastage of time.



12. **Plural Compound Noun referring to a particular quantity is considered SINGULAR**
   **(a)Four years was**/~~were~~ a long time. (b) **Sixty quintals** ~~are~~/**is** a huge weight. (C) **Fifty rupees is**/are not a large amount. (d) **Fifteen minutes** ~~are~~/**is** allowed to each speaker. Fifteen minutes are remaining
13. **Relative Pronoun follows its Antecedent in agreeing to its verb (singular or plural)**
   **(a) Yasir who is** my brother will help you. (b) **I who am** at your service should not be ignored.

One of the

14. **One of the/ None of the + Noun Plural + Verb Singular**
   ( One of the **boys** is/are absent) None of the candidates is present.
15. **One of the + Noun Plural + who + Verb plural**
   ( He is one of the boys who ~~is~~ / are absent.) One of the **scientists** who study culture is coming here.
16. **Only +One of the + Noun Plural + who + Verb plural**
   ( He is only one of the boys who is absent.) I am **only one of** the residents who protests.
17. **A number of/ A majority of+ N plural + Verb Plural.**
   (a) A number of students ~~is~~ / are out of the campus. (b) A majority of workers were / ~~was~~ been paid on Fridays.
18. **The number of/ The majority of + N plural + Verb Singular.**
   (a) The number of students is/~~are~~ rising in the college. (b) The majority of the students has/~~have~~ paid their fee.
19. **The vast/ great majority + Verb Plural.**
   (a) The vast majority of candidates ~~has~~/have arrived (b) The great number of people ~~is~~/are joining us.
20. **The two third/ 50% majority of + Verb Singular**
   (a) The one third majority of candidates has/~~have~~ arrived (b) The 60% majority of my town ~~are~~/is Christian.

21. **Following phrases** + Noun Plural + Verb **SINGULAR**

| A band of | A chain of | A range of | A galaxy of | A series of |
|---|---|---|---|---|
| A team of | A herd of | A bevy of(flock) | A set of | A crowd of |
| A regiment of | A flock of | A class of | A batch of | A list of |

A **band of** singers **has** performed well. A **regiment of** soldiers **was** fighting against the enemy.

22. **A great many + N Plural + Verb Plural + plural possessive.**

**A great many** soldiers ~~has~~ / **have** participated in the wars to please **their** gods.

**A great many** miscreants **were** / ~~was~~ arrested with weapons in **their** hands.

23. **Many a + N Singular + Verb Singular + Singular possessive.**

**Many a** soldier **has** /~~have~~ met **his** death. **Many a** student **is** /~~are~~ getting rid of old methods of cramming.

24. **Clear Reference:**

Bilal and Ali were going on the road where ***he*** saw an accident. INCORRECT ('he'; a confusing pronoun)

Bilal and Ali were going on the road where ***Bilal/ Ali/ they/ the latter/ the former*** *saw an accident.*

25. In the sense of income, salary or finance the words **Wages** and **Means** are PLURAL.

(a) His **wages are** low. (b) His **means** of income are poor.

26. **Wages + Singular verb (if taken as reward or outcome of something)**

(a) **Wages** of sin is hell. (b) **Wages** of his life long struggle is inspired by sagacity.

# 1.3 Word-Word Combinations

| Word | Examples | Combination Word |
|---|---|---|
| Either | Or | I'm going to buy **either** a camera **or** a DVD player with this money.<br>He is in a fix **either** to stay **or** to leave. |
| Neither | Nor | I **neither** knew **nor** cared what had happened to him.<br>Their house is **neither** big **nor** small. |
| Not only | but also | He **not only** treats well **but also** behaves well with his patients.<br>I like him **not only** because of his wisdom **but also** because of his patience. |
| To | Too | (a negative sentence) He is **too** weak **to** walk.<br>This question seems **too** difficult **to** solve. |
| Such | As | They like **such** people **as** are honest. / He prefers **such** books **as** are easy |
| As + Adj | as | He is **as** tall **as** I am. / This flower is **as** beautiful **as** the flower in your hand. |
| Rather | Than | I think I'll have a cold drink **rather than** coffee.<br>Why didn't you ask for help, **rather than** trying to do it on your own? |
| Would rather | Than | She **would rather** die **than** five a speech.<br>I **would rather** drive a car **than** riding a bicycle. |
| 2nd degree | Than | He is **wiser that** his brother. / You are **more intelligent than** him. |
| The | 3rd Degree | This is **the biggest** shop in our colony.<br>Russia has **the longest** rail track known as Trans-Siberian track. |
| Not | But | I **didn't** come to take lunch, **but** I am here to ask you about your health. |
| Both | Between | **Both** the baggers divided alms **between** themselves. |
| All | Among | **All** the baggers divided alms **among** themselves. |
| Whether | Or | He seemed undecided **whether** to go **or** stay.<br>I'm going **whether** you like it **or** not. |
| Though Although | Yet / , | **Though** she gave no sign **yet** I was sure she had recognized me.<br>**Though** I'm poor, my heart is full of sympathy for the blind.<br>**Although** the sun was shining, it wasn't very warm.<br>**Although** the sun was shining **yet** it wasn't very warm. |
| Other | Than | I don't know any Afghani **other than** you.<br>I have never known him to behave **other than** selfishly. |
| No other | Than | **No other** man is more powerful **than** my father.<br>**No other** animal is more ferocious **than** a tiger. |
| Than any | Other | He is taller **than any other** boy of the class.<br>This car is more expensive **than any other** car in this exhibition. |
| Any + N | Other than | He has **any ability other than** cramming.<br>This carpenter can develop wood into **any design other than** screwing. |
| No sooner | Than | **No sooner** had I arrived at the station **than** the train came. (I came first and the train arrived right after me.)<br>**No sooner** had I closed my eyes **than** I fell asleep.<br>**No sooner** did we hear the noise **than** we rushed to the spot.<br>**No sooner** did I put the phone down **than** it rang again. |
| Hardly | When | **Hardly** had I reached the station **when** the train came. |
| Scarcely | When | **Scarcely** had I reached the station **when** the train arrived. |
| As soon as | | **As soon as** I arrived at the station, the train came.<br>**As soon as** she finished one project, she started working on the next. |

| Word | Examples | Combination Word |
|---|---|---|
| As if / As though | Were | She walks **as if** she **were** a super model. (Past Subjunctive)<br>**If** I **were** a great cardiologist! (Present wish)<br>I would help the poor **if** I **were** a king (Present wish) |
| As if / As though<br>As if/As though | had been<br>2nd form | **If** I **had been** a king, I would have helped the poor. (Past wish)<br>He speaks **as though** he **had been** a scholar. (Subjunctive)<br>He walks/ walked **as if** he **had been** a king. (Subjunctive) |
| The same | That | This is **the same** book **that** I lost in the park during the game. |
| Lest | should + V1 | Work hard **lest** you **should fail.**<br>He doesn't dare leave the hotel **lest** he **should** be recognized. |
| If | | **If** he runs fast, he will win the race. |

1. **As if or As though + past subjunctive** (We generally use 'as if' for comparisons.)
   a. The verb after AS IF is always in the past subjunctive, no matter of what tense the sentence is.

      AS IF + VII

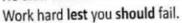
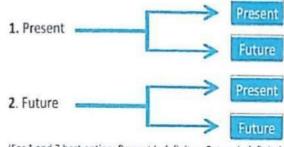
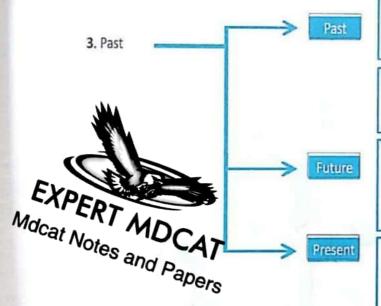
      He spends money **as if** he **owned** a bank.
      He looks **as if** he **knew** the answer.
      He acted **as if** he **owned** everything around me.

   b. If the verb BE directly follows AS IF, we use 'were' for all personal pronouns.

      She walks **as if** she **were** a super model.
      He boarded the airplane **as if** he **were** a seasoned traveler.
      Jim acts **as if** he **were** important.
      Jim acts **as though** he **were** important.

2. **Lest** (to avoid the risk of/ for the fear that)

   **Lest + subjunctive mood**
   He spent whole days in his room, wearing headphones **lest** he **disturb** anyone.
   She is ordered to stay at home for three months, **lest** she **suffer** a relapse.
   **'Lest' means "for the fear that" and is followed by should + V1.**
   He doesn't dare leave the hotel **lest** he **should** be recognized.
   He didn't dare leave the hotel **lest** he **should** be recognized.

   Work hard **lest** you **should** fail.

# 1.4 Tense- Tense Combination

(For 1 and 2 best option: Present Indefinite + Future Indefinite)

**Past:**

(a) Two actions happened at the same time in the past: Past indefinite + Past indefinite)
Time ended as soon I finished writing.

(b) Two actions; One in Far Past other in Near Past: Past Perfect + Past indefinite respectively
He had killed the snake when I reached.

**Future:**

Use: would/ should/ could/ might DON'T USE: Will, Shall, Can, May
He **played** well, so he ~~will~~/ **would** win.
You **said** you ~~can~~/ **could** investigate this matter.

**Present:**

Past Present Combination 90% not allowed
The combination can be used only for comparison
He **was** a lawyer, but **he has** changed his job.
I **gave** him more candies than I **give** you.

## Conditionals + Compound Sentences

**A.** ***'If' Sentences:***

### 1. First Conditional

If + Present Indefinite, + Future Indefinite (will/ shall + V1)

If he runs fast, he will win the race.

This painting will win the first prize **if** the jury remains disinterested.

### 2. Second Conditional

If + Past Indefinite, + Future Indefinite (would + V1)

If he ran fast, he would win the race.

He would complete this work **if** you paid him well.

### 3. Third Conditional

If + Past Perfect, + Future Perfect (would have + V3)

If he had run fast, he would have won.

### 4. Zero Conditional

Zero Conditional is used when the result of the condition is always True

If + Present Tense, + Present Indefinite

If you put iron in the air, it rusts.

If unemployment is rising, people tend to stay in their present jobs.

### 5. Present Wish

If + were (Clause 1), Subject + would + V1(Clause 2)

**If** he **were** a hardworking student, he **would pass** the exam.

### 6. Past Wish

If + had been (Clause 1), Subject + would have + V3 (Clause 2)

If he had been a hardworking student, he would have passed the exam.

### 7. Clause 1 + when/ before + Clause 2

a. Past Perfect + when/ before + Past Indefinite

The train had gone **before/ when** the passengers arrived at the station.

b. Past Continuous + **when/ before** + Past Indefinite

He was playing when I saw him.

c. Future Perfect Tense + **when/ before** Present Indefinite

The patient will have died **before/ when** the doctor arrives.



### 8. While +Past Continuous, + Past Indefinite

While I was working on my assignment, I performed beyond my capacity.

**4. Comparison : (Past + Present)**

a. Clause 1 **Past** Tense + **than** + Clause 2 **Present** Indefinite

He gave me more books than he **gives** you.

I **saved** more money for this Eid than I usually **do**.

b. Two actions in two different time frames with a sense of comparison:

Clause 1 Past + Clause 2 Present

i). Ahmad **graduated** from Oxford University, and now he **is working** with his father in Karachi.

ii). Pakistan **faced** a number of problems at the time of independence, but unfortunately few of them **are** still unresolved

## *1.5* CONSTRUCTION MISTAKES

(1) If a sentence starts with **Wh-family** word, HV comes before the subject.

**Formula:** Wh-family word + HV + Subject + Verb + Object

***Examples:*** **Where are** you coming from?

**How did** you purchase this car?

(2) 1.If Wh-family word comes in between two clauses, HV comes after the subject.

**Formula:** Wh-family word + Subject + HV + Verb + Object

***Examples:*** He inquired **where I** was coming from.

It was a great surprise **how you** purchased this car only after six months of your job.

## 1.6 Run-on Sentences

Methods to combine **two independent clauses** in a compound sentence:

**I. "Fanboys":** Always use simple comma before the 'fanboys' while conjoining two independent clauses.

<u>for</u> , <u>and</u> , <u>nor</u> , <u>but</u> , <u>or</u> , <u>yet</u> , <u>so</u>

He was playing football, and I was enjoying reading a novel.
I was tired, yet I completed my work.

**II. "Conjunctive Adverbs" :** Always use <u>**semi colon**</u> (;) before the following 'Conjunctive Adverbs' while conjoining two independent clauses. Use small comma after them.

**;however, ; therefore, ; nevertheless, ; nonetheless, ; otherwise,**

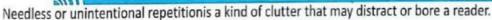
*<u>Example:</u>* The bad-debt was finally recovered; however, it was not the full amount which I lent a year ago.

**III. KEY POINTS** (<u>Two independent clauses are joined through following rules</u>)

| | | |
|---|---|---|
| i). | He kicked the ball. He scored a goal. | CORRECT |
| ii). | He kicked the ball and he scored a goal. | INCORRECT |
| iii). | He kicked the ball, **and** he scored a goal. | CORRECT |
| iv). | He kicked the ball, he scored a goal. | INCORRECT |
| v). | He kicked the ball; **he** scored a goal. | CORRECT |
| vi). | He kicked the ball **and scored** a goal. | CORRECT |
| vii). | He kicked the ball, and I scored a goal. | CORRECT |
| i). | I was teaching, he watched me. | INCORRECT |
| ii). | I was teaching. He watched me. | CORRECT |
| iii). | I was teaching; **he** watched me. | CORRECT |
| iv). | I was teaching, **and** he watched me. | CORRECT |



## 1.7 Repetition

Needless or unintentional repetitionis a kind of clutter that may distract or bore a reader.

**1. We avoid REPETITION if the subject of two clauses is the same.**

i). He killed the snake and ~~he~~ threw it onto the roof.
ii). We played squash and ~~we~~ enjoyed our holiday.

**2. The usage of Double relative pronoun is wrong.**

i). This is the same book that ~~which~~ I bought yesterday.
ii). He inquired me ~~that~~ whom I had paid the money.

**3. The usage of Double interrogative is wrong.**

i). He asked me what <u>was</u> my name? **INCORRECT**
He asked me what my name was. **CORRECT**

ii). I questioned whether <u>had he</u> completed his assignment. **INCORRECT**
I questioned whether <u>he had</u> completed his assignment. **CORRECT**

**4. The usage of Double Conjunction is wrong.**

i). He inquired ~~that~~ if he would come.
ii). Bilal asked me ~~that~~ whether I would join him in the party.
iii). He inquired me ~~that~~ how much money was left.

### 5. The usage of Double Adjective is wrong.

i). Ahmad is ~~more~~ wiser than I.

ii). The ~~More~~ greater problem lies within self, and it is dull heartedness.

Iii). This wall is more beautifule~~r~~ than the one I saw in the backyard.

### 6. The usage of Double negative is wrong.

a). He forbade me ~~not~~ to smoke

b). The teacher prohibited the students ~~not~~ to bring their mobiles in the college.

c). She hasn't got ~~no~~ any children.

d). <u>Lest + Subject + should + V1</u>

Walk slowly lest you should ~~not~~ fall.

Work hard lest you should ~~not~~ fail.

e). <u>Don't use 'NOT' with 'NEITHER'</u>

My friend has no books and I have <u>not neither</u>. **INCORRECT**

My friend has no books and I have not either. **CORRECT**



### 7. Double use of Past Perfect is wrong.

He **had** completed his job when I **had** reached. **INCORRECT**

He had completed his job when I reached **CORRECT**

### 8. Double use of Future is wrong especially in Conditionals.

I <u>will</u> phone you if he <u>will</u> arrive. **INCORRECT**

I will phone you if he arrives. **CORRECT**

## 1.8 REDUNDANCY

The act of using a word, phrase, etc. that repeats something already conveyed and is therefore unnecessary.

**Common words and phrases most often made redundant mistakenly.**

| Repeat ~~again~~ | Progress ~~forward~~ | ~~Incorrect~~ mistake | Safeguard ~~protection~~ |
|---|---|---|---|
| ~~New~~ innovation | ~~True~~ fact | Anonymous ~~stranger~~ | ~~Advance~~ reservations |
| ~~False~~ misstatement | Cooperate ~~together~~ | Rise ~~up~~ | ~~Added~~ bonus |
| alternative ~~choice~~ | ~~annual~~ anniversary | ~~armed~~ gunman | ascend ~~up~~ |
| ask ~~the question~~ | assemble ~~together~~ | attach ~~together~~ | ATM ~~Machine~~ |
| autobiography ~~of his or her own life~~ | p.m. ~~in the afternoon~~ | a.m. ~~in the morning~~ | In my opinion, ~~I think~~ |
| bouquet ~~of flowers~~ | Collaborate ~~together~~ | combine ~~together~~ | ~~component~~ parts |
| descend ~~down~~ | disappear ~~from sight~~ | drop ~~down~~ | during ~~the course of~~ |
| earlier ~~in time~~ | emergency ~~situation~~ | ~~Burning~~ embers | blend ~~together~~ |
| Manually ~~by hand~~ | Moment in ~~time~~ | ~~Most~~ unique | ~~Old~~ adage |
| Orbit ~~around~~ | ~~Past~~ history | Plan ~~ahead~~ | Proceed ~~forward~~ |
| Reason is ~~because~~ | Repay ~~back~~ | Return ~~back~~ | Revert ~~back~~ |
| Sequential ~~order~~ | Software ~~programs~~ | ~~Sworn~~ affidavit | Uphill ~~climb~~ |
| Usually ~~always~~ | Various ~~different~~ | Whole ~~entire~~ | circulate ~~around~~ |
| unanimously ~~by all~~ | | | |

***<u>Examples:</u>***

1. There was an applause when the minister <u>rose up</u> to speak. **INCORRECT**

   There was an ovation when the minister rose to speak. **CORRECT**

2. You must <u>first</u> do this before you go. **INCORRECT**
   You must do this before you go. **CORRECT**

3. The flight will arrive at 7 p.m. <u>in the afternoon.</u> **INCORRECT**
   The flight will arrive at 7 p.m. **CORRECT**

4. <u>In my opinion</u>, I think it is going to rain. **INCORRECT**
   I think it is going to rain. **CORRECT**

5. I have a client <u>of mine</u> who insists on paying his fee in advance. **INCORRECT**
   I have a client who insists on paying his fee in advance **CORRECT**

6. Have you read the latest biography of Bill Gates' <u>life</u>? **INCORRECT**
   Have you read the latest biography of Bill Gates? **CORRECT**

7. The <u>reason</u> why I did not attend the party last night was <u>because</u> I had a headache. **INCORRECT**
   The reason why I did not attend the party last night was that I had a headache. **CORRECT**

8. The police restored the stolen purse <u>back</u> to the rightful owner. **INCORRECT**
   The police restored the stolen purse to the rightful owner **CORRECT**

9. All <u>other</u> boys except Peter came for picnic. **INCORRECT**
   All the boys except Peter came for picnic. **CORRECT**

10. The price of this car has fallen down by 30% in the last one week. **INCORRECT**
    The price of this car has fallen by 30% in the last one week. **CORRECT**



## 1.9 COLLOCATION

<u>Words that co-occur frequently</u>

Collocation refers to how words form fixed relationships with other words.They 'just sound right' to native English speakers. Other combinations that may mean the same thing would seem 'unnatural'.

***For example,***

| Right Collocation | Wrong Collocation |
|---|---|
| Heavy rain | Thick rain |
| Rising temperature | Running temperature |
| Scenic view | Scenic Picture |
| Have an experience | Do an experience/ make an experience |

| Collocations of 'MAKE' | Collocations of 'DO' |
|---|---|
| Make a mess | Do a painting |
| Make a mistake | Do the cooking |
| Make a noise | Do the housework/ Assignment |
| Make an effort | Do an experience/ make an experience |
| Make money | Do the shopping |
| Make progress | Do the washing up |
| Make room | Do your hair |

| Make trouble | Do me a favor |
|---|---|
| Make an investment | Do a deal |
| Make an arrangement | Do some harm |
| Make an appointment | Do the laundry |
| Make an attempt | Do the dishes |

| make | do | have | take |
|---|---|---|---|
| make a mistake | Do the ironing | Have a look | Take a photo |
| make a profit/loss | Do the housework | have dinner | take advantage of sb |
| make money/millions | Do your homework | have a headache | take care of sb |
| make a fortune | Do business | have a party | take place |
| make a war | Do well/bad | have a picnic | take sth into account |
| make a noise | Do sthwrong/right | have a barbecue | take your time |
| make a mess | Do your best | have an appointment | take time |
| make fun of someone | Do damage/harm | have fun | take no notice of sth |
| make a phone call | Do sb a favor | have trouble | take part in sth |
| make progress | | have sth in common | take the opportunity |
| make a difference | | | |

# 1.10 SINGLE WORD CHOICE

## 1. Like Vs alike

Like his brother he is also very hardworking. ('Like' may come in the start)
I am reserved like my father.('like' may come in the mid of a sentence)
Both the brothers are alike.('alike' may come at the end)

## 2. After Vs afterwards

After the meeting, lunch was served. ('After' may come in the start)
He came to me after visiting his uncle.('after' may come in the mid of a sentence)
Let's go out now and eat afterwards.('afterwards' may come at the end)

## 3. Instead of Vs Instead

Instead of leaving the office, you must do the assignment.('Instead of' may comes in the start)
We just had soup instead of a full meal. ('instead of' may come in the mid of a sentence)
Bilal was ill so I went instead.('instead' may come at the end of a sentence)

## 4. Another (One more) Vs Other ( many more)

Another + Singular Noun: e.g. We must go for another chance.
Another + of + Singular or Plural Noun: e.g. I got another of those calls yesterday.
Other + Plural Noun: e.g. Other destinations are far off.



## 5. Due to (An adjective) Vs Because of ( an adverb)

1). Is/am/are/was/were + due to: (due to = caused by)
   a). His defeat was due to the lottery issue.
   b). My success is due to the prayers of my mother.
   c). Murree's cold wave is due to the monsoon winds (Reason for cold wave)

2). Main Verb/ clause + because of: ('because of' comes in the start of an adverbial)
   a). He was defeated because of the lottery issue.
   b). Because of illness, he could not do the assignment.
   c). It is cold in Murree because of the monsoon winds (Why it is cold?)

**Exercise**

| | | |
|---|---|---|
| i). | The parent-teacher meeting was canceled due to heavy rains. | INCORRECT |
| ii). | The parent-teacher meeting was canceled caused by heavy rains. | INCORRECT |
| iii). | The parent-teacher meeting was canceled because of heavy rains. | CORRECT |
| iv). | The cancellation of parent-teacher meeting was due to heavy rains. | CORRECT |
| v). | The cancellation of parent-teacher meeting was caused by heavy rains. | CORRECT |
| vi). | The cancellation of parent-teacher meeting was because of heavy rains. | INCORRECT |

## 6. Affect Vs Effect

Affect (always as verb): e.g. How will these changes affect us?
Your opinion will not affect my decision.

Effect (as noun): e.g. The doctor told me the beneficial effects of exercise.
Modern farming method can have an adverse effect on the environment.

Effect (as verb): "To make something happen","to bring about," "to cause,"
e.g. He effected his escape with knotted bedsheets.
You will effect these changes on Monday.

## 7. Already Vs all ready

Already (adverb) (meaning: before now or before a particular time in the past):

e.g. We got there early but Ali had already left.

All ready: (meaning: all prepared)

e.g. We were all ready to leave.

## 8. All together Vs altogether

All together:means "collectively"; everyone is doing something all at once or all in one place

e.g. We sang the national anthem all together.
We sang the national anthem together ('all' can be removed)

Altogether (an adverb/spelled as one word) means: "entirely"(used to emphasize something)

e.g. We are altogether too tired.
The train went slower and slower until it stopped altogether.
I am not altogether happy.

## 9. All right Vs alright

All right: (adjective) (meaning: acceptable/ safe and well/ correct):
Its usage is formal and considered all right.

e.g. Is the coffee all right? (Acceptable)
I hope the children are all right. (Safe)
The figures are all right. (Correct)

Alright: (meaning: satisfactory/ finely done) alright is mostly used as an adverb.
Its usage is informal and is avoided.

e.g. He dances alright.
He works alright during the hours.
The figures are alright. (it means the figures are quite satisfactory)



## 10. Like Vs as

(We generally use LIKE and AS to make comparisons.)

Point 1

Like (for unreal situation) (a preposition)

e.g. **Like your boss**, I must warn you to be careful.(I am not your boss, but he and I have similar attitudes.)

As (for real situation)

e.g. **As your boss**, I must warn you to be careful. (I am your boss.)
She used the tapestry **as a decoration** in her living room.

Point 2

Like is always followed by simple words (Like + Noun)

Ahmed throws the ball like a cricketer
Ikram acted just like my brother.
He speaks like a native speaker.

As is mostly followed by a verb/ clause (AS + SUBJECT + VERB)

Ahmed throws the ball as if he were a cricketer
Ikram acted just as I would expect my brother to behave.

## 11. Uninterested Vs Disinterested

(Both are adjectives and non-interchangeable)

**'Uninterested'** means bored, unconcerned, not interested, or indifferent.

***Example:*** Azfar couldn't help yawning; he was uninterested in fishing stories.
I used to collect stamps, but I am uninterested these days

**'Disinterested'** means impartial, unbiased, or having no stake in the outcome.

***Example,*** If you're on trial, you want a disinterested judge.
The rulings of disinterested auditors are likely to be more useful

## 12. Especially Vs Specially (Both are adverbs)

'**Especially**' means particularly or above all.

Use especially when something stands out from all the others, and you want the meaning of **"particularly"**.

She can't be sure she will win, especially at this early stage of the campaign.

The appetizers and especially the soup were delicious.

She loves flowers, especially roses.



'**Specially**' means' for a special purpose,' or 'specifically'

We use **specially** to talk about the specific purpose of something.

***Example,*** This book is specially written for the MCATIANS.

When you want to convey the meaning "for a special purpose," or "specifically," youcan use either especially or specially. They are both correct.

***Example,*** The speech was written especially/specially for the occasion. (Both Correct)

This program has specially/ especially designed macros for word processors.

I bought these (e)specially for you.

**But** when you want to convey the meaning "in a special manner" just use 'specially'. In this context, especially would be wrong.

***Example,*** I don't want to be treated specially. **CORRECT**

I don't want to be treated especially. **INCORRECT**

This was an especially fun tip to write; it was specially designed for your enjoyment.

## 13. A while (Noun) vs Awhile (Adverb)

'**A while**' means 'a length of time'. The article "a" before "while" is a sure sign that you're dealing with a noun. Notice in the following sentence that you could replace "a while" with another article-noun combination such as "a year":

***Example,*** It's been a while since Murad tried to opt this field.

I slept for a while. (Compare with 'I slept for three hours')

I was away from my desk for a while.

(Compare with "I was away from my desk for two minutes")

We have a while left to wait.

I saw her a while ago.

'**Awhile**' (adverb) means' for a time' OR 'for a while'. Notice in the following sentence that you could replace "**awhile**" with another adverb such as "**deeply**".

I slept **awhile** before dinner. (Compare with 'I slept **deeply** before dinner' and 'I slept **badly** before dinner'.)

Sit down and stay **awhile**.

Starlings foray across the land and rest **awhile** on the sunlit twigs of ash.

## 14. Formally vs Formerly

**If you are doing something in a formal manner, you are behaving formally; but if you previously behaved differently, you did so formerly.**

**Formally** (adverb)means 'in a formal way/ with official authorization' (Think of formal invitations, formal dress, and formality. In each of these is the idea of proper manner, politeness, doing things according to form.)

*Example,*

The coaching club will be formally inaugurated tomorrow.

**Formerly** (adverb)means 'at a previous time'. Former has to do with time, or order of sequence. Think about 'later and former'.

*Example,*

On a **former** occasion he talked about Italian lakes.

She was a dancer **formerly**.

## 15. Healthful vs healthy (Both Adjectives)

**'Healthful'** means 'promoting good health'.

Healthful describes something that will create good health, like apples, yoga, and fresh air. If something is beneficial for your health, it is healthful. Thus, it would mean that you are eating healthful, rather than healthy food.

*Example,*

Choosing the most healthful foods for your family is no easy task.

**'Healthy'** means 'in good health'.

Healthy describes someone fit, and utterly not sick(someone or something that enjoys all that good health). If you're healthy, whether you're a tree, a bank account, or a human, you're well.

Healthy forests are built to withstand severe natural disturbances.

A healthy person would be one who eats lots of healthful foods.

Consider the following three points.

a). A Healthy diet would mean 'A diet which is itself healthy'.

b). If you want to say that the diet is nutritious, you must say 'A healthful diet'

c). Unfortunately, you can't eat healthy. But don't panic; it's not all bad news. You can eat healthful food, and you can engage in healthful eating.

## 16. It's vs its

t's vs its

It's

**It's**

When you mean 'it is' or 'it has', use an apostrophe.

***Example,*** It's a nice day.

It's your right to refuse the invitation.

It's been great getting to know you.

Its

**Its**

When you are using 'its' as a possessive, don't use the apostrophe.

Its = Possessive case of 'it' (always followed by a noun)

***Example,*** The cat hurt its paw.

The furniture store celebrated its tenth anniversary.

Its color is black.

Its size is too large to handle.



## 17. Almost vs most

**'Almost'** (adverb). Its meaning is similar to "nearly".

*Examples,* He was almost dead. (but the doctors managed to save him)

She's almost twenty years old. (She'll be 20 next month)

He's almost two meters tall. (He's 1m 97cm)

The hotel was almost empty. (There were only 5 guests)

'**Most**' (adjective) means the "majority", the "largest part", "nearly all of".

***Examples,*** 1. (most + Noun plural) 2. (Most + of the + Noun plural) 3. (the most + superlative)

Most cars have four doors.

Most people would like to be rich.

I have been to **most countries** of Europe, but not all.

**We also use most as a pronoun, with a similar meaning:**

Most of my friends can speak English.

Some people like to make trouble, but **most** just want a quiet life.

I almost understand **most**.

**'Most' is also used to form the superlative**

The king cobra is **the most dangerous** snake.

Islamabad is **the most beautiful** city of Pakistan.



## 18. AGO VS BEFORE

AGO: Ago is used with a past tense and a time expression to count back from the present.
Ago is normally used with a past tense because it refers to a finished time.

The train went out ten minutes **ago**.

I met her two weeks **ago**.

She phoned me ten days **ago**. (NOT 'She has phoned me ten days ago'.)

'Where is Jasmine?' 'She was in her room five minutes **ago**.'

Note that a present perfect tense can be used with the 'since–ago' combination.

I haven't bought anything **since** a week **ago**.

He has been working for us **since** about ten years **ago**.

**BEFORE**: means 'at an earlier time/ in the past' (mostly used with a past perfect tense)

***Examples,*** When we got talking, I found out that we had worked in the same office ten years **before**.

It had been fine the day **before**.

That had happened long **before**.

Before can also mean 'at any time before now/then'. In this case it is used with a present or present perfect tense.

***Examples,*** I have seen her **before**.

I think we have met **before**.

## 19. SOME TIME vs SOMETIME vs SOMETIMES

Some time: (Adj + Noun)It describes the amount of time, and frequently implies a long period.

***Examples,*** For **some time**, the world has been known to be round.

He has been studying Aramaic for **some time**.

It can also imply a fairly specific amount of time.

***Examples,*** I require **some time** (a couple of hours) to finish this project today.

He made me wait for **some time** before my speech.

**Sometime**: (adverb) means 'a vague time in future'. It can frequently be replaced by 'someday'.

***Examples,*** The cure for cancer will be found **sometime**.

I'll get around to finishing that book **sometime** later.

Give me a call **sometime**, and we'll have coffee.

**Sometimes:**(adverb) implies 'occasionally'.

***Examples,*** **Sometimes**, I just don't understand what that man is saying.

English grammar **sometimes** follows its own rules, and **sometimes** it doesn't.

# 1.11 Parallelism

SECTION 1

**I: Parallel structure with Correlative Conjunction:**

**i) Either or** (The class of word would be the same after both 'either' and 'or')

I'm still undecided either I should stay or not. INCORRECT
I'm still undecided either I should stay or I should not. CORRECT
Either you like the job or not. INCORRECT
Either you like the job or you don't like. CORRECT

**ii) Neither nor** (The class of word would be the same after both 'either' and 'or')

Neither I like this job nor comfortable. INCORRECT
Neither I like this job nor I feel comfortable. CORRECT
I've neither the patience nor I've the desire. INCORRECT
I've neither the patience nor the desire. CORRECT
Neither I've the patience nor desire. INCORRECT
Neither I've the patience nor I've the desire. CORRECT

**iii) Not only but also** (The class of word would be the same after both 'either' and 'or')

The scientists disputed **not only the newspaper** article **but also they** disputed the university's official statement. INCORRECT
The scientists disputed **not only the newspaper** article **but also the university's official statement**. CORRECT
We expected **not only to be** late **but also exhausted**. INCORRECT
We expected **not only to be** late **but also to be** exhausted. CORRECT
I like him **not only because** of his habits **but also his hobbies**. INCORRECT
I like him **not only because** of his habits **but also because** of his hobbies. CORRECT

SECTION 2

## Parallel Structure with verbs

Robert **has** in the past and **will** in the future **continue** to support the measures. INCORRECT
Robert **has supported** in the past and **will continue** in the future to support the measures. CORRECT
What counts is not how you look but your behavior. INCORRECT
What counts is not **how you look** but **how you behave**. CORRECT
He **rejoices** and **announced** that he had passed the exam. INCORRECT
He **rejoiced** and **announced** that he had passed the exam. CORRECT

SECTION 3

## Parallel Structure in Series

**Participle Participle Infinitive- Infinitive Noun- Noun Adj- AdjAdv- Adv**

He narrated **skiing** in the Alps, **swimming** in the river and **the driver** across the Sahara. INCORRECT
He narrated **skiing** in the Alps, **swimming** in the river and **driving** across the Sahara. INCORRECT
Bilawal liked **to have** sweets, **exchange** stories with his pals, and **watching** the men walk by. INCORRECT
Bilawal liked **to have** sweets, **exchange** stories with his pals, and **watch** the men walk by. INCORRECT
Bilawal liked **having** sweets, **exchanging** stories with his pals, and **watching** the men walk by. CORRECT
Bilawal liked **to have** sweets, to **exchange** stories with his pals, and **watch** the men walk by. INCORRECT
Bilawal liked **to have** sweets, **exchange** stories with his pals, and **to watch** the men walk by. INCORRECT
Bilawal liked **to have** sweets, to **exchange** stories with his pals, and **to watch** the men walk by. CORRECT

| | |
|---|---|
| He likes **their courage**, **stamina** and **their style**. | INCORRECT |
| He likes **their courage**, **their stamina** and **their style**. | CORRECT |
| He likes **their courage**, **stamina** and **style**. | CORRECT |

## Parallel Structure in Comparison



| | |
|---|---|
| The **climate** of Multan is hotter than **Lahore**. | INCORRECT |
| The **climate** of Multan is hotter than the **climate** of Lahore. | CORRECT |
| The **climate** of Multan is hotter than **that of** Lahore. | CORRECT |
| He spoke more **of being** ambassador than **president**. | INCORRECT |
| He spoke more **of being** ambassador than **of being** president. | CORRECT |

## PARTS OF SPEECH

Whenever we speak or write a language, we use words. We can classify those words on the basis of their similarities and commonalities. In English we have eight such classes known as Parts of Speech. It may be called the nomenclature of language vocabulary.

Parts of Speech

| | | | |
|---|---|---|---|
| NOUN | PRONOUN | ADJECTIVE | Major Word Classes |
| VERB | ADVERB | | |
| PREPOSITION | CONJUNCTION | INTERJECTION | Minor Word Classes |



Major word classes carry the content of the massage.
Minor word classes merely connect the major word classes or develop a relation b/w them.

**Major Word Classes:**

Line 1: **NOUN** **PRONOUN** **ADJECTIVE**

**NOUN** (naming word) e.g. Usman, man, chair, minaret, Minar-e- Pakistan, Honesty, Army, Book

**PRONOUN** ('Pro' means friend) Pronoun means "friend of a noun". A word that replaces a noun is called a pronoun, e.g. I, we, you, he, she, it, they, me mine, his her, himself, their etc.

**ADJECTIVE** A word which adds something to the meaning of **a noun** or **a pronoun**.

**So** all the three parts of speech in Line 1 are rightly connected to one other. We can say: Noun is itself a naming word, a pronoun replaces a noun and adjective is the quality word which tells us the quality of both.

Line 2: **VERB** **ADVERB**

**VERB** (action word) e.g. Go, Come, live, run, play, watch, bring, buy, read, look, etc.

**ADVERB** (Add + verb) A word which adds something to the meaning of a **verb, an adjective** or another **adverb**, e.g. An **intensely** dark cat ran **very fast**.

**Minor Word Classes:**

Line 3: **PREPOSITION** **CONJUNCTION** **INTERJECTION**

**PREPOSITION** (pre + position) (position= Noun/pronoun). A word which comes before a noun or a pronoun and develops its relation with the earlier given noun or pronoun is called preposition.

***Examples,*** He goes **to** Multan
He goes **from** Multan.

In this example, it's only the preposition which clarifies the relation b/w 'he' and 'Multan'.

**CONJUNCTION** (means unification) A word which combines two words/ phrases/ clauses.

***Examples,*** I bought books **and** bags from the market.
He was ill; **therefore,** I went to see him at his home.
They will win **if** they play sensibly.

**INTERJECTION** (outburst/ exclamation) hurrah!, alas!, wow!, shit!, damn! etc.

over above

# 2.1 Noun (naming words)

**Five types:**

1. **Proper Nouns:** (specific/ particular names) e.g. Ehsan, Multan, Christmas
2. **Common Nouns:** (general names) e.g. boy, city, day, month, chair, book, pencil etc.
3. **Collective Nouns:** (population of things + singular entity) e.g. army, group, population etc.
4. **Material Nouns:** (tangible/ touchable things) e.g. book, printer, wall, door etc.
5. **Abstract Nouns:** (intangible/ conceptual things) e.g. Beauty, idea, vision, education etc.

## I. Proper Nouns:

(First letter CAPITAL, No article a/an/the, No Plural)

**Exceptions for 'the'**: We use 'the + proper noun' if proper noun is used as a symbol.

A
1. Ahmed Nadeem Qasmi is **the Shakespeare** of Urdu literature.
2. He was **the Robin Hood** of the twentieth century.

Normally 'the' is not used with the country and city names but here is an exception in table B:

**1. The + Country/City Name (Abbreviated+ Islands + Republics + Kingdoms)** *Table B:*

| | | | |
|---|---|---|---|
| The U.S.A | The U.K | The Central African Republic | The Channel Islands |
| The Dominion Republic | The Czech republic | The Hague | The Gambia |
| The Isle of Man | The Maldives | The Netherlands | The Philippines |
| The U.A.E | The Bahamas | The Cayman Islands | The U.S.S.R |

## II. Common Noun:

| COUNTABLE | UNCOUNTABLE |
|---|---|
| **Numberable** | **Measureable** |
| Jug, pencil, notebook, chair, room, door, event, mobile, song, battery. Dollar | Water, petrol, milk, honesty, goodness, wisdom, sugar, Music, electricity, money |
| A great number of, Many, few, all | A great amount of, much, little, whole/all |
| With singular indefinite countable use a or an | NO a or an is used |
| 'The' is used with definite countable singular or plural | 'The' is used with definite uncountable singular or plural |
| Plural form exists | No Plural form |
| A lot of/ lots of + Plural Countable<br>A lot of presents | A lot of /lots of+ Singular Uncountable<br>A lot of sugar |
| Some/any(some with +ve sentence)<br>(any with ve& ?) | Some/any(some with +ve sentence)<br>(any with ve& ?) |

Both the ✓
All the ✓
Whole the ✗

## III. Collectiveand Common Nouns:

**Singular in Form BUT Plural Verb: (Noun singular + Plural Verb)**

| | | | |
|---|---|---|---|
| Poultry | Cattle | Bacteria | People |
| Folk | Offspring | Vermin (insects) | Alphabet |
| Gentry | Clergy (Church related) | Police | Peasantry |

M Hassan Sabir

Plural in Form and Plural Verb: (Noun Plural + Plural Verb)

| | | | |
|---|---|---|---|
| alms are | trousers are | scissors | tongs |
| gallows | spectacles | clothes | socks |
| shorts | binoculars (telescope) | scales | shears (garden shears) |

Zero Plural: (Noun + Verb Plural)

| | | | |
|---|---|---|---|
| sheep are | deer are | swine (pigs) | fish/fishes |
| salmon | moose (a large deer) | people/peoples | socks |
| flora (plants) | fauna (animals) | | |

**Whether 'Hair' or 'hairs'?:** Three usages of hair: Collective, Singular, Plural

| | |
|---|---|
| I was washing my hair. | Collective |
| She brushed her long hair. | Collective |
| I found a hair in my soup. | Singular |
| There are dog hairs on the sofa. | Plural |
| Does my hair look good? | Collective |
| My hair is too curly. | Collective |
| There are hairs on your coat. | Plural |
| Look! There is a white hair on your cheek. | Singular |
| Look! There are two white hairs on your cheek. | Plural |
| The white hair of an old man is a symbol of sagacity. | Collective |

**Singular in Form and Singular Verb: (Noun singular + Singular Verb)**

| | | | |
|---|---|---|---|
| scenery is | furniture is | information | mischief |
| issue is | advice | kindness | machinery |
| hair | equipment | business | rice. |
| land | knowledge | trouble | jewelry |
| luggage | vacation | traffic | poetry |
| apparatus | fruit | | |

**Plural in Form BUT Singular Verb: (Noun Plural + Singular Verb)**

| | | | |
|---|---|---|---|
| Sports is | Ethics | Wages | Tidings |
| News is | Measles | Mumps | Molasses |
| Rickets is | Shingles | Staggers (a disease) | Bowls (a game) |
| Innings | Gallows | Classics | Mathematics |
| Physics | Economics | Billiards | Droughts (a game) |
| Annals (historical records) | Alms | Summons | Riches (wealth) |

## IV. General Rules about NOUNS:

1. **No a/an/the before GASES, Languages, Academic Subjects + Abstract Nouns**
2. **Abstract Nouns: No a/an/the AND No Plural form**
3. **Compound Nouns: Second word is pluralizes in making plurals. Whiteboards. Brain cells**
4. **Compound Nouns: Noun being used as an adjective is NOT Pluralized, e.g.**
   Three ***week*** vacation. Five hundred ***book*** library. One hundred ***kilometer*** road.

5. By using apostrophe, you can make possessive of only humans and animals.
6. Possessive case of Compound Noun: Apostrophe is used with the last word, e.g.
   Commander-in-*chief*'s room, Father in *law*'s assets
7. No Apostrophe with possessive pronoun: **yours, theirs, ours**
8. **(No Numerical value)+ hundreds/thousands/ millions/ billions/ trillions/ dozens/ yokes (all plural) + of**
   Hundreds of people/ Millions of rupees/ Trillions of pounds/ dozens of eggs.
9. **If referring to an animal's whole race: use "The". The dog is a faithful animal.**
10. **Means (as method or process) + Verb singular or plural**
    The means of transportation is/are very important.
11. **Means (as source of income/wealth) + plural verb**
    His means of income are poor.
12. **Mean (average or selfish) + singular verb**
    The mean of these values is higher than that of the written values.
13. **Subject name if taken as an Academic Discipline + VERB Singular**
    Physics is the most interesting subject.
14. **Subject names as personal skill or general use + Verb Plural**
    (a) His mathematics are weak.  (B) His economics to run his home are not comprehendible.
15. **Words of foreign origin**

| Singular | Plural | Singular | Plural |
|---|---|---|---|
| Errectum is | Errecta are | Datum | Data |
| Medium is | Media are | Memorandum | Memoranda |
| Phenomenon | Phenomena | Criterion | Criteria |
| Hypothesis | Hypotheses | Crisis | Crises |
| Basis | Bases | Axis | Axes |
| Parenthesis | Parentheses | Analysis | Analyses |
| Radius | Radii | Index | Indices/ Indexes |

16. **Material/ Substance Nouns are always singular unless used as Common Noun.** ( cotton, calcium, gold, diamond, plastic, iron, milk, brass, wine
    (a) The house is made up of ***brick***. (brick as Material Noun i.e. Constituent part of a body)
    (b) ***Plastic*** is for ordinary use
    (c) The jewelry is decorated with ***gold***.
    (d) He donated five hundred ***bricks***. ('Brick' used as Common Noun so can have plural form.
17. **Concrete (Tangible/ touchable) Nouns can have plural form.**
18. **Collective Noun if divided in a sense takes Plural verb.** When collective noun is not used for a group but for the members of the group e.g.
    (a) The **flock were** running here and there.
    (b) The **committee are** divided on a minor issue.
    (c) The class ***disagree*** among themselves.

# 2.2 Pronoun

(Word that replaces a noun)

## I. Personal Pronouns:

1st person: (the speaker) **I, We**
2nd Person: (The direct addressee) **You**
3rd Person: (The Indirect addressee) **He, she, it, they**

| Person | Subjective Case | Objective Case | Possessive Case | Reflexive Pronoun |
|---|---|---|---|---|
| 1st person | I, We | me, us | My, mine, our, ours | Myself, ourselves |
| 2nd Person | You | You | Your, Yours | Yourself |
| 3rd Person | He, she, it, they | Him, her, it, them | His, her, its, their | Himself, herself, itself, themselves |

## II. Subjective Case is used

(i) **Before Regular and Irregular Verbs** (He played well. I watched the game live)
(ii) **After Helping Verbs** (It was **he** who knocked at the door)
(iii) After 'than' & 'as' **(Clause 1 + than + subjective case + Helping Verb)**
Ahmad is taller **than I am**.
Qayyum has bigger car **than** that of **I have**.
They are as active **as we are**.

## III. Objective Case is used

(i) **After Regular** and **Irregular Verbs** (He came to meet me at my workplace)
(ii) **After Preposition** (He brought a book for me)
(iii) **After 'Let'** (Let him play/ Let them go to the stadium)
(iv) **After 'than'** & **'as'** (Clause 1 + than/as + objective case)
Ahmad is taller **than me**. She is wiser **than him**.
(v) **If 'both' or 'all' is used after 'than', objective case is used.**
He is taller than **us both** She is wiser than **them all.**

## IV. Order of Pronouns:

**You, he and I** (For Good job 231)**+ Verb Plural** (You, he and I distribute alms)
**I, he and you** (For Bad/ poor job 132) **+Verb Plural** (I, he and you are suspects in this foul deed.)

## V. Confusing Pronoun (Clear Reference)

Usman and Ehsan were walking on the road. **He** saw an accident. **(INCORRECT)**
Usman and Ehsan were walking on the road; **Ehsan** saw an accident. **(CORRECT)**
Usman and Ahsan were walking on the road. **They** saw an accident. **(CORRECT)**
Usman and Ahsan were walking on the road. The **latter** saw an accident. **(CORRECT)**

## VI. Pronoun- Antecedent Agreement

(i) **President Lincoln** delivered **his** Guttysberg address in 1863.
(ii) The **can** of lima beans sits on **its** shelf.
(iii) (No +any + some + every) + ( body + one + where + thing) 16 words e.g No body, No one
16 + ( each + either + neither) = 19 words
**With these 19 words SINGULAR VERB + Singular Pronoun**
(**Each** of the boys is present with **his** books)
**Someone** lost **his** book in the park.
**Something** you gain here will have **its** charm for hereafter.

(iv) Both= Verb Plural

(v) John **and** Smith **compile their** presentation.

(vi) John **or** Smith **compiles his** presentation.

(vii) John **or** Samina **compiles her** presentation.

(viii) The jury read **its** verdict.

(ix) The jury members gave **their** individual opinion.

(x) **Each** cow, buffalo and horse **has** lost **its** life.

(xi) **Many a girl wishes she**/~~they~~ could sing.

(xii) The number of volunteers ~~increase~~ /**increases its**/~~their~~ ranks.

(xiii) A number of volunteers **increase**/~~increases its~~/**their** ranks.

(xiv) It could have been they/~~them~~. (HV + subjective case)

(xv) No one, **including** Ali and ~~I~~ /me, will go. (preposition + objective case)

(xvi) **One** should do ~~his~~ / **one's** duty.

(xvii) Before Gerund (V+ing) Use Possessive Case

He regrets ~~them~~/**their leaving**.We are looking forward to **their coming**.

(xviii) Reflexive Pronoun cannot be used without antecedent.

Please give it to John or ~~myself~~ / me /~~I~~. My brother and ~~myself~~ / I / ~~me~~ do it.

## VII. Relative Pronoun

(i) **Who ( for humans) (Who + Verb) (Whom + N/P) (No Comma)**

He is the boy **who is** praised by all.He is the boy **whom we** praise.

(ii) **Which ( for animals/ things) (Non essential Clause) (Use Comma)**

Sonax, **which** is the name of my dog, ran very fast.

Karachi, **which** is the capital of Sindh, contributes 60% to the GDP of Pakistan.

The shop **which** is right in the corner of this market sells the best shampoos.

(Essential clause therefore no commas used)

(iii) **That (for things) (Essential clause) (No Comma)**

**After: all, every, any, many, much, nothing, none, no, only, the only, some, same, anyone + THAT**(relative pronoun)

This is the bicycle that I purchased in 1998 **which was the year of success for me.**

(Modifying Adjective clause is placed right after the word it modifies)

Check out the impact of misplaced adjective clauses in a sentence:

This is the bicycle which was the year of success for me that I purchased in 1998. **INCORRECT**

**After: all, every, any, many, much, nothing, none, no, only, the only, some, same, anyone + THAT**

There is **none** in Pakistani team **that**/~~who~~ plays well.

The boy and his dog **that** were running in the ground were looking marvelous.

This is **the same** book ~~which~~/ **that** I purchased yesterday.

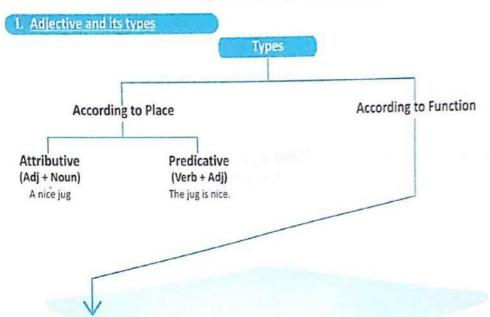
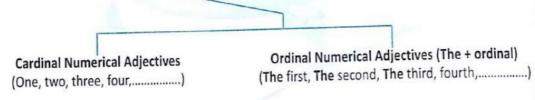
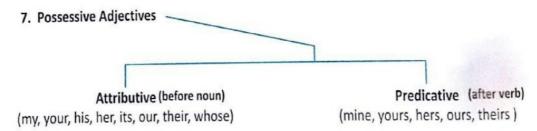
(iv) **Superlative Degree + THAT**

I took **the most delicious** meal **that** you gave me.

He is **the best** man in this town **that** can mend shoes well.

# 2.3 Adjective

(Words that give us the quality of a noun/pronoun)

## I. Adjective and its types

1. **Adjectives of Quality** ( brave, big, small, large, beautiful, ugly, bold, lively, super, nice, cheap, cruel)
2. **Adjectives of Quantity** (some, any, much, more, most, many, no, great, few, all, little)
3. **Adjectives of Number**

4. **Proper Adjectives** ( **Pakistani** nation, **Indian** cinema, **Urdu** language, English essay, **Mumps** virus)
5. **Demonstrative Adjectives** (this, that, these, those, former, latter)
6. **Distributive Adjectives** (each, every, either, neither)
7. **Possessive Adjectives**

## II. Order of Adjectives

D N S A C O M

**Determiner + Number + Size + Age + Color + Origin + Material**

I bought these two big new white Spanish steel chairs

## III. Degrees of Adjectives:

| Positive Degree | Comparative Degree | Superlative Degree |
|---|---|---|
| 1. No Comparison at all<br>Ali is a **nice** boy.<br>2. Very (positive stress)<br>The weather is **very** cool.<br>3. Too (-ve stress)<br>The weather is **too** cold.<br>He is **too upset** to speak.<br>4. So (emotion)<br>This song is **so** rhythmical. | 1. Used when two things compared<br>He is **wiser** than me.<br>2. Much + IInd degree + than<br>He is much **wiser** than me.<br>3. Parallel increase<br>the + IInd degree, the + IInd degree<br>**The higher** you go, **the cooler** it is.<br>4. Of the two + the +IInd degree<br>Sara is **the taller of the two.** | 1. Comparison among more than two things/persons.<br>This is **the cheapest** pen I have ever purchased.<br>2. The + IIIrd Degree<br>Saad owns **the biggest** house in this colony. |

## IV. Important Points:

(i) Linking Verb + Adj (Subject + Linking Verbs + Information)
e.g, All helping verbs / appear / prove / remain / become / get / turn / stay/grow
It appears **feasible**. He remained **cool**. The people proved him **false**.

(ii) Sensuous Verb + Adj (sound / seem / taste /smell / feel / look)
It sounds good/ ~~well~~. The question seems awkward/ ~~awkwardly~~.

(iii)

| Little (uncountable) / few (countable) | a little (uncountable)/ a few (countable) |
|---|---|
| 'near to nothing' (negative sense) | 'some'(small but sufficient) |
| He showed little improvement (zero) | He showed a little improvement (sufficient) |
| I saw few people on the road (equal to none) | I saw a few people on the road (considerable number) |

(iv) No Plural of Adjectives ( Five **beautiful** guns) (five **large** rooms)

(v) Double Adjective is wrong ( He is ~~more~~ wiser than they are.) He is much wiser than they are. CORRECT

(vi) Some (+ve sentence) any (-ve& ?)
There is **some sugar** in the pot.
There is **no any sugar** in the pot.
**Is** there **any** person who owns a Mercedes in the town?

(vii) Superior / Inferior / Prefer / Junior / refer / posterior / interior + **to** (NOT than)
He is **superior** to me in kindness.

(viii) No COMPARION or Degree of following words.
Blind, Unique, ideal, perfect, impossible, complete, entire, universal, square, round, wrong, right, supreme, extreme, chief, full, circular, dead, excellent, useless.

(ix) Comparison of same things is done.
The **result** of this year is finer than **the last year**. (Faulty comparison)
The **result** of this year is finer than the **result** of the last year. (Right comparison)

(x) Noun/V + worth + Ving (The movie is worth watching/ I bought a house worth living)

(xi) Know + how to + Verb I ( He knows how to swim)

(xii) Adjective + enough. ( The picture was beautiful enough)

(xiii) Enough + Noun ( I have enough money)

(xiv) Old/ older/oldest ( Out of the family + with the age of things)
My father is older than your father.
Prahlad puri temple, situated at Qasim fort is the oldest temple in Asia.
The dome of the tomb of Shah Rukn e Alam is **wider than** that of Taj Mahal while the former is **older than** the latter.

(xv) Old/ elder/ eldest ( Within the same family)
I am **the eldest** son of my parents.

(xvi) Far/ farther/ farther ( for distance) Vs Further (Moreover)
The **farthest** you travel, the weariest you feel.
Have you any **further** question?

## V. Catalogue of Rules ( Each sentence refers to a rule)

1. Ali is a **tall** boy.
2. Ali is **taller** than Bilal.
3. Ali is **the tallest** of all the boys.
4. Ali is **as tall as** Bilal. / Ali is as tall a boy as Bilal.
5. Ali is **not so tall as** Bilal. / Ali is not so tall a boy as Bilal.
6. Ali is **the taller of the two**. / Of the two, Ali is the taller.
7. Ali is **the tallest of the three**.
8. Ali is **taller** than any other boy of the class.
9. Ali is **taller** than all other boys of the class.
10. **The taller** Ali grew, the stronger he became.
11. The climate of Multan is hotter than the climate of Lahore.

| For Two Things | For more than Two things |
|---|---|
| Neither (of the two class members was present) | None (of the class members was present) |
| Each other | One another |
| Either | Anyone |
| Both | All |
| Between | Among |
| Second degree + than | The + Third degree |

# 2.4 Article

## I. Article and its types

Types

**Indefinite**
With common singular UNSPECIFIED
Talking in general

- A (before Consonant sound)
- An (before Vowel sound)

**Definite**
with common singular/plural SPECIFIED
Talking in particular

- The

**Examples:**

1. I have bought a book.
2. This is a jug.
3. There is a car on the road.
4. A book is to read.

1. Hand over the book to me.
2. You are sitting on the chair.
3. The fan is not working today.
4. I am going to the station.

INDEFINITE ARTICLE A/AN USAGE

### NO Indefinite Article A/An is used:

NOT TO USE

1. With Plural Noun. (Ahmad has **a book**. Ahmad has **many books**.)
2. With Uncountable Noun. ( **Sugar** is made up of **glucose**)
3. Names of meals ( We took **breakfast** at 7 a.m.)
4. Material & Abstract Nouns. ( **Plastic** is used to make foils) ( **Honesty** is the best policy)

### Indefinite Article A/An is used:

TO USE

1. Before a singular noun Complement. (He is **a boy**. What **a** nice **book**)
2. **A dog** and **a cat** were running in the street. (**With common singular Unspecified Noun**)
3. **A kilometer** and **a half**, One and **a half** kilometer.
4. Ali is **a better** poet than **novelist**.
5. A/AN + The whole class of animals/things. **A horse** is a faithful animal. **A book** is to read, **A car** is a useful invention.
6. A/An + adjective + Meals ( We took **a delicious** breakfast.)
7. An + M.A/LLB/F.Sc. (He is an **F.Sc.** student)

### Definite Article 'THE'

1. **Reference** (I study in a school. **The school** is very big)
2. **Uniqueness** (**The earth** is a beautiful planet)
3. **Context** (**The fans** are not working well)

4. { The + Noun + of + N2 / + that clause / + who clause / + which clause }

The nation of Pakistan ________
The idea that I conceived yesterday ________
The man who met me at the Gourmet ________
The cow which was grazing in the park ________

## USAGE OF 'THE'

1. The universe, The cosmos, The world
2. The Local Group, The Milky way, The solar system
3. The sun, The earth, the moon, the sky, the clouds, the atmosphere
4. **NO THE** with the names of other planets ( Saturn, Jupiter etc. as they are Proper names)
5. Water bodies: The + (Oceans, Seas , rivers, lakes, canals)
   The Pacific, The Arabian Sea, The Indus, The Saif ul Malook, The Suez Canal
6. **NO THE** with the names of continents ( Asia, Africa, Europe)
7. **No The** + mountain names ( K-2 is the second largest mountain in the world)
8. The + Mountain ranges (The Himalaya is the highest range in the world.)
9. **No The** + Cities and Countries
10. Few exceptions ( The Punjab + the table from Noun chart page 26, Table B)
11. The + directions (The west, the east etc.)
12. The + seasons (The winter, the summer etc.)
13. The + phases of the day (The morning, the evening etc.)
14. The + names of Allah (The knowing, the wise etc.)
15. The + holy books (The Bible, The Quran, The Torah etc.)
16. The + magazine/ newspaper/ International Organization/ names of ships
17. The + titles ( The Quaid- e- Azam, The president, The director etc.)
18. **No the** + title + Proper Name
   (~~The~~ Quaid- e-Azam Muhammad Ali Jinnah, ~~The~~ president Obama)
19. The + human body parts (The arms, The eyes, The cheeks etc.)
20. The + names of centuries ( The Twentieth century, The World War one)
21. The + names of ages ( The Renaissance, The Dark Ages)
22. The + ordinal number ( The second, The tenth person etc.)
23. All + the / Both + the (All the boys were present) (~~The all boys~~ were present)
24. The + Superlative degree ( PK is the best movie)
25. Parallel increase/decrease ( The + adj II + The + adj II)
   **The** higher you go, **the** cooler it is. **The** more you eat, **the** speedier you grow.
26. The + adjective ( adjective referring the whole class) + verb plural
   The poor need help. The blind want our attention. The ignorant are basically fools.
27. No 'the' + subject names/ gases/ languages
   Oxygen is an important element for life to exist. English is my mother language.

28. No the + diseases (Hepatitis is a contagious disease. AIDS has no treatment)
29. The AIDS virus has no treatment. The hepatitis phenomenon is spreading in Pakistan.
30. No the + sports (We play football. Cricket is a nice game. I love squash)
31. No The + abstract noun (Talking in general)

    Wisdom is a blessing. Education helps humans. Life is a great blessing.
32. The + abstract noun (Talking in Particular)

    The wisdom he has is finite.

    The education of a woman is essential for any society.

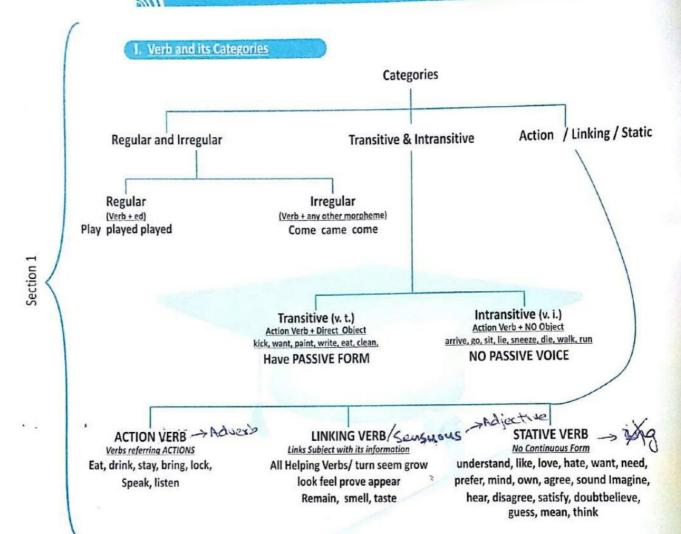
    The freedom of expression must not be misused.

    The life we spend in educational institutes enhances our sense of livelihood.

# 2.5 VERB

Section 1

## I. Verb and its Categories

Section 2

| Main Verb + INFINITIVE (to + VI) | Main Verb + GERUND (V+ing) |
|---|---|
| MV + An action still to happen | MV + An action already in progress |
| He wanted to purchase a car | He enjoyed going there |
| Agree, decide, hesitate, need, refuse, appear, demand, hope, | Admit, delay, finish, permit, resist, advise, deny, forbid, |
| offer, seem, arrange, deserve, intend, plan, tend, ask, expect, | Postpone, resume, appreciate, detest, get through, practice |
| Learn, prepare, threaten, claim, fail, manage, pretend, wait, | Risk, avoid, dislike, quit, spend, can't help, enjoy, imagine, |
| consent, forget, mean, promise, want, leave, propose, detest | Recall, suggest, complete, escape, mind, report, tolerate |
| love, forget, start, fail, arrange, be able, | Consider, excuse, miss, discuss, regret, mention, keep |
| | Approve off, Insist on, keep on, count on, look forward to, |
| | Don't mind, object to, forget about, think about, get through |
| | Think of, good at, interested in |

1. Is to / am to / are to / was to / were to + VI (Intention + past recommendation)
   He was to leave for Lahore. I am to accomplish this task.

P.T.O

Section 2

2. Has to/ Have to / will have to + VI ("Have to" is used to express certainty, necessity, and obligation.)
   **Examples:** This answer has to be correct. CERTAINTY
   The soup has to be stirred continuously to prevent burning. NECESSITY
   They have to leave early. OBLIGATION
3. Going to / About to / used to + VI (It is about to rain/ He used to smoke/ The program is going to start)
4. **Exception for 'used to'**: be + used to + Ving **(He is used to smoking)** (He used to smoke)
5. Would rather + VI (I would rather drive the car.) Would rather + obj + 2nd form
6. Had better + VI ( You had better check the schedule.)
7. Can't help **but** + VI ( I can't help but wonder)
8. **Can't help + Ving** ( You can't help smiling)
9. Look forward to + Ving (We look forward to seeing you at 9:00 a.m)
10. He never has and never will take such bold steps. INCORRECT
11. He **has never** taken and **will never take** such bold steps. CORRECT
12. Dynamic Verb is followed by Dynamic Preposition.
    In / into On / onto ( There is a book on the table) ( I placed a book onto the table)
    Write five sentences in English.
    Translate five sentences into English
13. I want that you should meet him. INCORRECT
14. I want you to meet him. CORRECT
15. Following verbs are **NOT** followed by any preposition especially 'TO'. → only in active voice
    Request, love , hate, tell, question, inquire, reach, resemble, attack, obey, ask, order, marry, through.

→ page#63

* 97 sentence is inverted, helping verb comes before subject.
→ in interrogative sentences.
→ in passive voice

Section 3

## INVERSION:

For emphasis

Inversion means putting the verb before the subject.It is a literary technique in which the normal order of words is reversed, generally for emphasisor special effect. It makes a sentence sound striking or unusual. It also sounds quite formal.
Sentences with inversion are less common in ordinary English.In a sentence with no special effect or emphasis, the normal order of words is retained.

**Example 1:** I have never seen such a beautiful rose.
**Example 2:** Never have I seen such a beautiful rose.

In example 2, inversion is used to emphasize the fact that in your whole lifetime you have not seen such a beautiful rose.

### I. After negative adverbial expressions :

- ***Under no*** circumstances can we accept credit cards.
- ***In no way*** can he be held responsible.
- ***At no time*** did she say she would come.
- ***Not until*** I heard my name did I believe I had won the race.

### II. After adverbial expressions of place :

- ***Round the corner*** came the postman.
- ***On the doorstep*** was a bunch of flowers.

P.T.O

Section 3

### III. After 'seldom', 'rarely', 'never', and 'little'

- ***Seldom*** have I seen such a beautiful view.
- ***Rarely*** did he pay anyone a compliment.
- ***Never*** had I felt so happy.
- ***Little*** did he imagine how dangerous it would be.

### IV. After 'hardly', 'scarcely', 'no sooner', when one thing happens after another.

- ***Hardly*** had I begun to speak when I was interrupted.
- ***Scarcely*** had we started our meal when the phone rang.
- ***No sooner*** had I arrived than they all started to argue.

### V. After adverbial expressions beginning with 'only' and 'not only' :

- ***Only after the meeting*** did I realize the importance of the subject.
- ***Only*** when the plane landed safely did he calm down.
- ***Not only*** was the car slow, it was also very uncomfortable.

### VI. Conditionals with inversions

In conditional sentences we can sometimes replace the 'if' with an inversion:

- ***Had*** I known its difficulty level, I would never have enrolled.

### VII. After exclamations with 'here' and 'there' :

- ***Here*** comes the winner!
- ***There*** goes all our money!

Section 4

**SUBJUNCTIVE VERB:** **( For unreal situation/ unfulfilled desire/ incomplete hope/ wish)**

**Sentence**

| **Clause 1** | **Conjunction** | **Clause 2 (that clause)** |
|---|---|---|
| He said | That | Ahmed went to study in the college. |
| He insisted | That | Ahmed go to study in the college. |

**S + (demand, recommend, desire, request, insist, require, prefer, suggest, propose, urge) that + S + VI + Object**

The doctor **suggested** that he not smoke,
I **recommended** that the vote be secret ballot,
It **is essential** that you be honest.
**It's important** that he be cured

It is best that + S + $V_2$
crucial
desirable
essential
imperative
important

cut cut cut
let let let



Section 4

## Causative verbs:

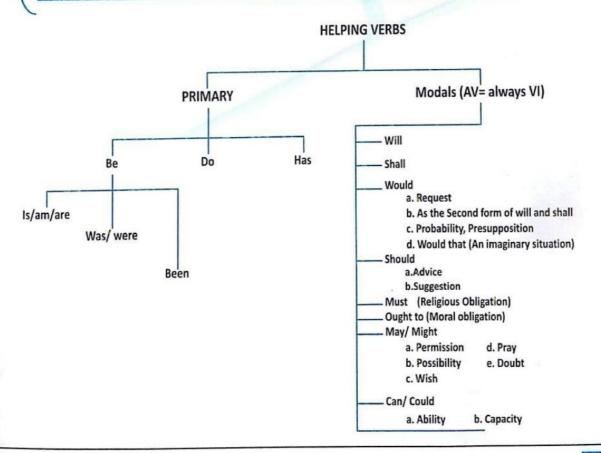
Let make Have Get Help

Causative verbs express an action which is caused to happen. In other words, when I have something done for me I cause it to happen. In other words, I do not actually do anything, but ask someone else to do it for me. This is the sense of causative verbs.

The English verbs let, make, have, get, and help are called causative verbs because they cause something else to happen

**Example:** My hair was cut. (Passive)

I had my hair cut. (Causative)

| | | |
|---|---|---|
| LET | LET + PERSON/THING + VERB (base form) | Mary's father won't let her adopt a puppy because he's allergic to dogs. |
| | | Don't let the advertising expenses surpass $1000. |
| | | Our boss doesn't let us eat lunch at our desks. |
| MAKE | MAKE + PERSON + VERB (base form) | After Billy broke the neighbor's window, his father made him pay for it. |
| | | The teacher made the students stay after class. |
| HAVE | HAVE + PERSON + VERB (base form) | I'll have my assistant call you to reschedule the appointment. The businessman had his secretary make copies of the report. |
| | HAVE + THING + VERB (III) | We're having our house painted this weekend. I'm going to have my hair cut tomorrow. Bilal had his teeth whitened; his smile looks great! |
| Get | Subject + Get + THING + VERB (III) | They got their house painted last week. My uncle got his car repaired yesterday. |
| | Subject + Get + PERSON + TO + VERB (I) | How can we get all the employees to arrive on time? I could never get him to wash the dishes! |
| HELP | Subject + HELP + PERSON + TO + VERB (I) | He helped me to carry the boxes. Her brother always helps her to do the laundry. |
| | Subject + HELP + PERSON + VERB (I) | He helped me carry the boxes. Her brother always helps her do the laundry. } formal ✓ |

## 2.5.1 Tenses ACTIVE VOICE AND PASSIVE VOICE

**Active Voice:** The active and passive quality of the sentence depends upon the role of doer in the sentence. The sentence would be active if the following two qualities appear.

a). Active Voice means that '**the Doer is active**', and the doer (at any place) cannot be kicked out of the sentence.

b). Doer may come in the start and essentially becomes the subject of the sentence.

Ali ran fast during the annual sports in the ground. (Think of removing 'Ali' from this sentence)

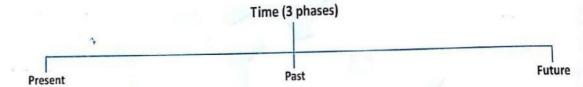
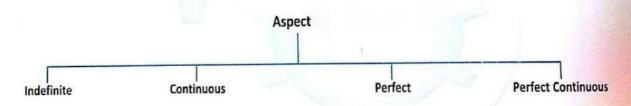
During the years, Pakistan has struggled for peace in Asia.(Think of removing 'Pakistan' from this sentence)

In active voice you cannot get rid of the doer.

For the easy understanding of the students **following five steps** are important.

**1. Function of a Tense:**

The function of a 'tense' is to tell us the TIME of action.

**2. TIME and ASPECT** (and the nomenclature of tenses)

We have four aspects of the verb for each time phase.

**Nomenclature:** (In active voice we have twelve tenses. (1 Time phase + 1 Aspect)

| PRESENT | PAST | FUTURE |
|---|---|---|
| Present Indefinite | Past Indefinite | Future Indefinite |
| Present Continuous | Past Continuous | Future Continuous |
| Present Perfect | Past Perfect | Future Perfect |
| Present Perfect Continuous | Past Perfect Continuous | Future Perfect Continuous |

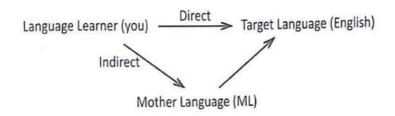
## 3. Goals of a learner

i. To cram the Sentence Structure of each tense (for grammatical evaluations)

ii. To convert his ideas into English (for composition)

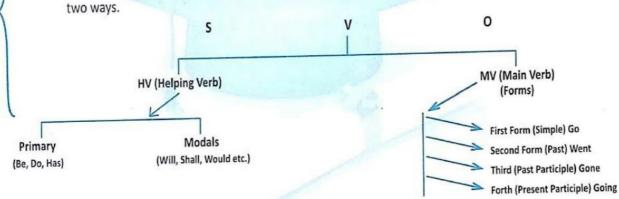
## 4. Methodology:

i. Indirect Method (Thought into Urdu into English)

ii. Direct Method (Thought into English)

## 5. Strategy:

i. **Identification** (the action you want to talk about resembles to which tense)

ii. **Sentence Structure** S V O

To fulfil the basic function of a tense (to add time into action) you need to amend only 'verb' with two ways.

You are to learn for each tense which HV and what form of the verb is to be used.
In some Tenses you merely change the form,
In some you put only HV,
In some you make both the changes.

iii. **Conversion** (After identifying and knowing the SS, do the conversion either;

a). Thought into English (Direct)

b). Urdu into English (Indirect)

**Present Indefinite:** (Habitual action + Universal truth)

| # | SENTENCE TYPE | SENTENCE STRUCTURE WITH EXAMPLE |
|---|---|---|
| 1 | POSITIVE | Doer + V (s/es) + Obj. .('s/es' with He, She , it or any singular noun)<br>They **create** jobs for all. He entertains the public as an artist. |
| 2 | NEGATIVE | Doer + **do/ does + not** + Verb 1st + Obj.<br>I do not **learn** my lesson. She does not inspire the spectators. |
| 3 | INTERROGATIVE | **Do/ does** + S+ Verb 1st + Obj +?<br>Does my hair look good? |

**Present Continuous:** ( The action being continue with the present)

| # | SENTENCE TYPE | SENTENCE STRUCTURE WITH EXAMPLE |
|---|---|---|
| 1 | POSITIVE | Doer + is/am/are + Ving + Obj.<br>It is raining outside.. |
| 2 | NEGATIVE | Doer + is/am/are + not + Ving + Obj.<br>This man is not creating problems for us. |
| 3 | INTERROGATIVE | Is/am/are + doer+ Ving + Obj+?<br>Am I looking for a new idea? |

**Present Perfect:** (The action has just completed)

| # | SENTENCE TYPE | SENTENCE STRUCTURE WITH EXAMPLE |
|---|---|---|
| 1 | POSITIVE | Doer + has/ have + V3rd+ Obj.<br>The countrymen have harvested the crops. |
| 2 | NEGATIVE | Doer + has/ have+ not + V3rd+ Obj.<br>I haven't told anyone else yet. |
| 3 | INTERROGATIVE | Has/ have+ doer+V3rd+ Obj +?<br>Has he achieved his goals? |

**Present Perfect Continuous:** (The action started in the past and being carried out in the present)

| # | SENTENCE TYPE | SENTENCE STRUCTURE WITH EXAMPLE |
|---|---|---|
| 1 | POSITIVE | Doer + has/ have + been + Ving+ Obj + since/for + Time Period.<br>He has been riding a bicycle since morning |
| 2 | NEGATIVE | Doer + has/ have + not +been + Ving+ Obj + since/for + Time Period.<br>The patient has not been taking the pills for five days. |
| 3 | INTERROGATIVE | Has/ have+ doer +been + Ving+ Obj + since/for + Time Period + ?<br>Have the cricketers been playing a test match since Monday? |

## PAST TENSES

**Past Indefinite:** (No clue whether the action belonged to near past or far past)

| # | SENTENCE TYPE | SENTENCE STRUCTURE WITH EXAMPLE |
|---|---|---|
| 1 | POSITIVE | Doer + V 2nd+ Obj.<br>Quaid e Azam graduated in law from Lincoln Inn in London. |
| 2 | NEGATIVE | Doer + did + not + Verb 1st + Obj.<br>We did not bring our books on welcome party. |
| 3 | INTERROGATIVE | Did + S + Verb 1st + Obj?<br>Did they investigate the matter? |

**Past Continuous:** (The action was continue somewhere in the past)

| # | SENTENCE TYPE | SENTENCE STRUCTURE WITH EXAMPLE |
|---|---|---|
| 1 | POSITIVE | Doer + was/ were + Ving + Obj.<br>It is raining outside. |
| 2 | NEGATIVE | Doer + was/ were+ not + Ving + Obj.<br>The administration was pursuing its annual goals. |
| 3 | INTERROGATIVE | Was/ were+ doer + Ving + Obj?<br>Were the people abrogating law? |

**Past Perfect:** (The action completed in the past)

| # | SENTENCE TYPE | SENTENCE STRUCTURE WITH EXAMPLE |
|---|---|---|
| 1 | POSITIVE | Doer + had + V3rd+ Obj.<br>My neighbors had whitewashed their home before I suggested. |
| 2 | NEGATIVE | Doer + had + not + V3rd+ Obj.<br>The pedestrians had damaged the footpath since it was paved in 1965. |
| 3 | INTERROGATIVE | Had+ doer +V3rd+ Obj?<br>Had you taken tea before the guests arrived? |

**Past Perfect Continuous:** (The action started in the past and was continue in the past)

| # | SENTENCE TYPE | SENTENCE STRUCTURE WITH EXAMPLE |
|---|---|---|
| 1 | POSITIVE | Doer + had + been + Ving+ Obj + since/for + Time Period.<br>He had been living in Multan since 1988. |
| 2 | NEGATIVE | Doer + had + not +been + Ving+ Obj + since/for + Time Period.<br>The nation had not been showing interest in politics for many decades. |
| 3 | INTERROGATIVE | Had+ doer +been + Ving+ Obj + since/for + Time Period + ?<br>Had the camel been eating debris since night? |

## FUTURE TENSES

**Future Indefinite:** (No clue whether the action would happen near in the future or far in the future)

| # | SENTENCE TYPE | SENTENCE STRUCTURE WITH EXAMPLE |
|---|---|---|
| 1 | POSITIVE | Doer + will/ shall + V 1st+ Obj.<br>I shall try my best to get the highest marks. |
| 2 | NEGATIVE | Doer + will/ shall + not + Verb 1st + Obj.<br>The local community will not concentrate on health and care issues. |
| 3 | INTERROGATIVE | Will/ shall + S + Verb 1st + Obj?<br>Will you return to home in an hour? |

**Future Continuous:** (The action will be in progress somewhere in the future)

| # | SENTENCE TYPE | SENTENCE STRUCTURE WITH EXAMPLE |
|---|---|---|
| 1 | POSITIVE | Doer + will/ shall + be + Ving + Obj.<br>The country will be progressing leaps and bounds. |
| 2 | NEGATIVE | Doer + will/ shall + not + be + Ving + Obj.<br>My partiality will not be affecting the selection of the team. |
| 3 | INTERROGATIVE | Will/ shall + doer +be + Ving + Obj?<br>Shall we be managing such a large gathering? |

**Future Perfect:** (Probability of the completion of action in the future)

| # | SENTENCE TYPE | SENTENCE STRUCTURE WITH EXAMPLE |
|---|---|---|
| 1 | POSITIVE | Doer + will/ shall + have+ V3rd+ Obj.<br>Pakistan will have developed into a benchmark for other nations. |
| 2 | NEGATIVE | Doer + will/ shall + not +have + V3rd+ Obj.<br>The concept of harmony will have brought the people together. |
| 3 | INTERROGATIVE | Will/ shall + doer + have +V3rd+ Obj +?<br>Shall I have completed my due task on time? |

**Future Perfect Continuous** (The action started in the past and would continue in the future)

| # | SENTENCE TYPE | SENTENCE STRUCTURE WITH EXAMPLE |
|---|---|---|
| 1 | POSITIVE | Doer + will/ shall + have + been + Ving+ Obj + since/for + Time Period.<br>He will have been fishing since 8 a.m.<br>You will have been waiting for more than two hours. |
| 2 | NEGATIVE | Doer + will/ shall + not+ have+ been + Ving+ Obj + since/for + TP.<br>Students will not have been waiting for the result.<br>He will not have been exercising so hard. |
| 3 | INTERROGATIVE | Will/ shall + have+ doer +been + Ving+ Obj + since/for + TP+?<br>Will you have been waiting for more than two hours when her plane finally arrives?<br>How long will you have been studying when you graduate? |

**SINCE/ FOR**

Since: used with the point in time:

| | |
|---|---|
| **Clock time:** | 9:00 p.m., 7'O clock, Quarter to ten, etc. |
| **Phases of a day:** | morning, evening, noon, night, etc. |
| **Days of a week:** | Monday, Tuesday, Wednesday, etc. |
| **Months of a year:** | June, July, August, etc. |
| **Years of a century:** | 1995 A.D, 2005 C.E, 1438 A.H, 10000 B.C, etc. |
| **Definite century or age:** | 15th century, 20th century, The Renaissance |

For: used with the period in time.

For 5 hours
For many days
For seven months etc., etc.

## 2.5.2 17 Rules for First Year English Objective Part (Tenses)

My very dear First year students of the whole country! These two pages have been added especially for you to achieve five out of five marks of tense evaluation MCQs in the Objective paper. In all the board-exams of Intermediate Part 1 in Pakistan, nothing comes beyond these 17 rules. Prepare them well under the kind guidance of your teacher.

Whenever you see 'if' in a sentence get conscious and consider the following rules (1 to 5):

### 1. First Conditional

If + Present Indefinite, + Future Indefinite (will/ shall + V1)

If he **runs** fast, he **will win** the race.

I **shall not come** if it **rains**.

### 2. Second Conditional

If + Past Indefinite, + Future Indefinite (would + V1)

If he **ran** fast, he **would win** the race.

### 3. Third Conditional

If + Past Perfect, + Future Perfect (would have + V3)

If he **had run** fast, he **would have won.**

### 4. Zero Conditional

Zero conditional is used when the result of the condition is always True

If + Present Tense, + Present Indefinite

If you **put** iron in the air, it **rusts.**

If unemployment **is rising**, people **tend** to stay in their present jobs.

### 5. Present Wish/ unreal situation:

**'If/ As if/ As though/ Would that' are followed by 'were' for present wish.**

Would that I were a lawyer.

If he were a king, he would help the poor.

She walks as if she were a super model.

### 6. Use present indefinite with 'always/ daily/ everyday/ usually/ seldom/ now a days/ often':

He **always speaks** the truth.

I **play** football **daily.**

He **seldom visits** the doctor.

I **go** to theatre quite **often.**

### 7. Use Present Indefinite for 'Universal Truth and Habitual action'.

Slow and steady **wins** the race.

The sun **rises** in the east.

Bilal **studies** with the help of his brother.

### 8. If you see 'yet' in a sentence use Present perfect negative:

He **has not completed** his assignment **yet.**

I **have not reached** the station **yet.**

**9. If you see 'Yesterday/ last/ previous/ ago' in a sentence use Past Indefinite.**

He **came** to meet me **yesterday**.
**Last** year he **completed** his graduation.
I **visited** this place ten years **ago**.
He **died** two days **ago**.

**10. 'Lest' is followed by ' should + V1'**

Work hard lest you should fail.
Walk slowly lest you should tremble.

**11. If you see 'since/ for + time period' in a sentence select only 'Perfect Continuous' Tensegiven in the multiple choices:**

He **has been** ill **for** two weeks.
They **had been ploughing** in the field **since** Monday.

**12. 'Tomorrow/ next day/ next month/ next year/ after' + Future Indefinite**

He **will come** to my village **next** month.
He **will return** to his native **after** two years.

**13. If one clause belongs to past tense,**

**DON'T USE: Will, Shall, Can, May** with past

***Example:***
He ploughed the field so that he may get good crop. **INCORRECT**
He ploughed the field so that he might get good crop. CORRECT
I **considered** that he **can** bring change in his schedule. **INCORRECT**
I **considered** that he **could** bring change in his schedule. CORRECT

**14. If you see 'when/ before' in a bi-clause sentence, follow this formula:**

Past Perfect + when/ before + Past Indefinite
The train **had gone** before/ when the passengers **arrived** at the station.
The patient had died when/ before the doctor arrived.

**15. If you see 'while' in a bi-clause sentence, follow this formula:**

While +Past Continuous, + Past Indefinite
While I **was doing** my assignment, I **saw** him in the library.

**16. With 'No sooner- than' combination sentence, following two tense combinations exist:**

Formula 1: No sooner + past indefinite + than + past indefinite

***Example:***
No sooner **did** I reach the station than the train **arrived**.
No sooner **did** we hear the noise than we **rushed** to the spot.

Formula 2: No sooner + past perfect + than + past indefinite

***Example:***
No sooner **had** I reached the station than the train **arrived**.
No sooner **had** we heard the noise than we **rushed** to the spot.

**17. Use 'future perfect' if the dead line of the completion of action is given in the future:**

Ali will have completed his task till Monday.
I shall have finalized my mission by the time you return.

## 2.5.3 Passive Voice

**Passive Voice:** The sentence would be passive if the following two qualities appear.

a. Passive voice means that '**the Doer is passive**', and thedoer (at any place) can be kicked out of the sentence.

b. 'The receiver of the action' preferably becomes the subject of the passive voice sentence.

c. Doer may come in the end and essentially becomes the prepositional object.

Example 1: Ali played a cricket match during the annual sports in the ground.

**Analysis Example 1:** The sentence is Active because you don't find any of the three qualities given above.

Example 2: A cricket match was played by Ali during the annual sports in the ground.

**Analysis Example 2:** The sentence is Passive because you find all of the three qualities given above.

Example 3: A cricket match was played during the annual sports in the ground.

**Analysis Example 3:** Removing the doer from the sentence provides us the flexibility to hide the doer in so many cases of daily language use, and the same is the reason for the existence of passive voice.

Example 4: He stole my purse.

**Analysis Example 4:** The voice of the sentence is Active. A direct blame may spoil personal relations.

Example 5: My purse was stolen.

**Analysis Example 5:** The voice of the sentence is Passive and the doer has been kicked out of the sentence to maintain sobriety. This impersonality trait becomes the main motif behind the passive voice constructions of any language. A direct blame may be avoided to maintain personal relations.

### *Six Steps to convert Active Voice into Passive Voice*

**Step 1:** **Identify whether the sentence is Active or Passive.**

It's none other than verb which helps you identify the voice.

Example 1: He goes to school by bus.

**Analysis Example 1:** Active Voice Present Indefinite / doer in the start/ 'by' as an eye catcher

Example 2: The dog was kicked by a stranger.

**Analysis Example 2:** Passive Voice Past Indefinite/ the receiver of the action is the subject of this sentence. Here 'Was' is followed by the third form. In Active Voice we know 'was' is followed by the present participle Verb Forth form.

Example 3: On the grass was running a grasshopper.

**Analysis Example 3:** Active Voice Past continuous (even though the doer is in the end). It's only the verb which identifies the sentence as AV or PV.

**Step 2:** **Identify the object of the AV sentence**

**Example 1:** I bought a book. (Object = a book) Object is always a noun or a pronoun i-e a noun phrase

**Example 2:** He has generated a new philosophy.(Object = a new philosophy)

**Step 3:** **Bring that object** (the receiver of the action) **in the start** (In PV sentence this noun phrase will become the new subject)

**Example 1:** A book was bought by me.

**Example 2:** A new philosophy has been created by him.

**Step 4:** **Apply suitable form of 'be' (be, is, am, are, was, were, been)**

**Step 5:** **Apply Verb 3rd form**

**Step 6:** **Add preposition 'by' or 'with'('by' for the doer/ 'with' for instrument)**

**Example:** A dog was beaten **by** him.

A dog was beaten **with** a stick.

**Step 7:** **Add the objective case of the doer**

**Example 1:** **He kills a snake.**
**(Doer + verb + obj)**

**Five changes:**

1. **Obj of the AV = A snake**
2. **HV= is**
3. **Verb 3rd form = killed**
4. **Preposition= by**
5. **Agent/ doer= him**

**A snake is killed by him.**
**(Receiver of the action + hv + VIII + by + doer)**

**Example 2:** **He killed a snake.**
**(Doer + verb + obj)**

**Five changes:**

1. **Obj of the AV = The snake**
2. **HV= was**
3. **Verb 3rd form = killed**
4. **Preposition= by**
5. **Agent/ doer= him**

**A snake was killed by him.**
**(Receiver of the action + hv + VIII + by + doer)**

From the above examples it is clear that four out of five changes are constant while a student needs to focus on only one change which is change No. 2 addition of Helping Verb as basic condition of PV. The selection of HV in PV depends upon the tense of the AV, so one musttake into account the tense of AV in first look. The below given table correlates the AV with its PV.

| # | Tense | ACTIVE VOICE | PASSIVE VOICE |
|---|---|---|---|
| 1 | PRESENT INDEFINITE | S + V 1st(s/es) + Obj<br>He **manages** the shop very well. | O + is/am/are + V 3rd+ by +Doer<br>The shop **is managed** by him very well. |
| 2 | PAST INDEFINITE | S + V 2nd form + Obj<br>I **kept** my books on the table. | O + was/were + V 3rd + by +Doer<br>My books **were kept** by me on the table. |
| 3 | PRESENT CONTINUOUS | S + is/am/are + V-ing + Obj<br>I am taking lunch. | O + is/am/are + being + V 3rd +by +Doer<br>Lunch is being taken by me. |
| 4 | PAST CONTINUOUS | S + was/ were + V-ing + Obj<br>I was doing my assignment. | O + was/ were + being + V 3rd+ by+Doer<br>My assignment was being done by me. |
| 5 | PRESENT PERFECT | S + has/ have + V3rd+ Obj<br>Ali has written a letter. | O + has/have + been + 3rd+ by +Doer<br>A letter has been written by Ali. |
| 6 | PAST PERFECT | S + had + V 3rd+ Obj<br>They had prepared a report. | O + had + been + V 3rd+ by +Doer<br>A report had been prepared by them. |
| 7 | FUTURE INDEFINITE | S + will/ shall + V 1ST+ Obj<br>She will arrange a farewell. | O + will/ shall + be + V 3rd + by +Doer<br>A farewell will be arranged by her. |
| 8 | FUTURE PERFECT | S + will/ shall+ have + V 3rd+Obj<br>We shall have cleaned the door. | O+will/shall+have+been+V 3rd+by+Doer<br>The door will have been cleaned by us. |

## MODAL HELPING VERBS IN ACTIVE VOICE:

1 **FUTURE INDEFINITE AV** **(Modals alone are always followed by the first form of the verb):**
Doer + will / shall / would / should / can / could / may / might / must + VI+ Obj.
**Example:** I (will / shall / would / should / can / could / may / might / must) treat you as my friend.

2 **FUTURE CONTINUOUS AV** **(Modals + be + Ving )**
Doer +will / shall / would / should / can / could / may / might / must + **be + V-ing**+ Obj.
**Example:** It (will / ~~shall~~ / would / should / can / could / may / might / must) **be damaging** for us.

3 **FUTURE PERFECT AV** **(Modals + have + V3rd )**
Doer +will / shall / would / should / can / could / may / might / must + **have + V 3rd**+ Obj.
**Example :** You (will / ~~shall~~ / would / should / can / could / may / might / must) **have arrested** him.

4 **FUTURE PERFECT CONTINUOUS AV** **(Modals + have + been + V-ing )**
Doer +will / shall / would / should / can / could / may / might / must + **have + been + V-ing**+ Obj
**Example:** Ash (will / would / should / could / may / might / must) **have been earning** a lot.

## MODAL HELPING VERBS IN PASSIVE VOICE:

1 **FUTURE INDEFINITE PV** **(Modals + be + V 3rd)**

Sub + will / shall / would / should / can / could / may / might / must + **be + V 3rd**+ by + doer.

**Example:** You (will / ~~shall~~ / would / should / can / could / may / might / must) be treated by me as my friend.

2 **FUTURE PERFECT PV** **(Modals + have + been + V3rd )**

Sub +will / shall / would /should /can / could /may / might /must+ **have + been +V 3rd**+by +doer

**Example :** He (will / ~~shall~~ / would / should / can / could / may / might / must) **have been arrested** by you.

## AV and PV of IMPERATIVE SENTENCES

**AV**

English Imperatives always start with Verb 1st form

***V 1st form + Object.***

Kindly manage your time.
Write five sentences in English.
Don't forget my invitation.
Don't smoke.
Eat your meal.
Address the blunders you made.
Don't spoil your life in loitering.
Play outside the room.
Don't misguide your friends.
Make your career; achieve your goals.

**PV**

**Method 1:**

***Let + obj + be + V 3rd form +( by + doer)***

Let the door be opened.
Let a glass of water be brought for me.
Let the prayers be offered by you.
Let my invitation not be forgotten.

**Method 2:**

***Obj + should +be +V3rd form+ (by + doer)***

The door should be opened by you.
A glass of water should be brought for me.
The prayers should be offered by you.
My invitation should not be forgotten.

## IMPORTANT NOTE ON TRANSITIVE AND INTRANSITIVE VERB

**Only transitive verbs can have their PV.**

Transitive verbs are the verbs that require an object. A transitive verb expresses an action that someone or something does to something or someone. They alone can't clear the meaning unless the object is attached. In AV to PV transformation, earlier mentioned **STEP No. 2** clarifies the importance of transitive verb as it bears an object.

**Example 1:**

He bought a new book from the bazar. (AV)

A new book was bought by him from the bazar. (PV)

**Analysis Example 1:** Doer + <u>Verb transitive (v.t) + obj</u> + Adverbial (AV Construction)
The verb 'buy' needs an object because 'buying' is an action which requires something to be bought.

**Example 2:** He ran fast in the ground.(AV) (NO PV)

**Analysis Example 2:** Doer + <u>Verb intransitive (v.i)</u> + Adverbial
The verb 'ran' requires no object; whatever comes ahead would be an adverbial. You can't say 'running is an action which needs something to be run'.

**Example 3:** He runs a factory. (AV)
A factory is run by him. (PV)

**Analysis Example 3:** Doer + <u>Verb transitive (v.t) + obj</u>+ Adverbial (AV Construction)
In this context, the verb 'run' requires an object. You can say 'running is an action which needs something to be run'. The verbs that can be transitive and intransitive are called **'Ambitransitive'**.

**Example 4:** He flies a kite on the roof of his house. (AV)
A kite is flown by him on the roof of his house. (PV)

**Analysis Example 4:** Doer + Verb transitive (v.t) + obj + Adverbial (AV Construction)
The verb 'fly' requires an object. You can say 'flying is an action which needs something to be flown'.

**Example 5:** The birds fly in the air. (AV) (NO PV)

**Analysis Example 5:** Doer + <u>Verb intransitive (v.i)</u> + Adverbial (AV Construction)
In this context, the verb 'fly' requires NO object. You can't say 'flying is an action which needs something to be flown'. So the ambitransitive verbs depend upon S-V relation for their v.t and v.i nature.

## IF THE OBJECT OF A TRANSITIVE VERB IS NOT GIVEN:

**Example 6:** Ali writes in a beautiful manner. (AV)
Something is written by Ali in a beautiful manner. (PV)

**Analysis Example 6:** Doer + Verb transitive (v.t) + ~~obj~~ + Adverbial (AV Construction)
The verb 'write' is by default a transitive verb, so it requires an object. You can say 'writing is an action which needs something to be written'. 'Someone OR something' is used as the subject of PV sentence. The same is the case with PV to AV transformation.

**Example 7:** My purse was stolen. (PV- Past Indefinite)
Someone stole my purse. (AV- Past Indefinite)

**Analysis Example 7:** Receiver of the action +HV + Verb transitive (v.t) + ~~by + doer.~~ (PV Construction)
In PV to AV transformation you need the doer in the start. In this case of unavailability of the doer 'someone OR something' would be used as the subject of AV sentence.

## DITRANSITIVE VERBS (1 verb with two objects):

A Ditransitive Verb is one that takes both a direct object and an indirect object.

**Example 8:** He gave her the letter. /He gave the letter to her(AV)
The letter was given to her by him. / She was given a letter by him. (PV)

**Analysis Example 8:** The letter' is the direct object (DO); what he gave.
'her' is the indirect object (IO); the person he gave it to.

In AV TO PV transformation it's all a matter of preference. Any of the two objects can become the subject of the PV sentence.

## EXERCISE 1:

**Change the voice**

(i) Amassing wealth oft ruins health (often)
(ii) He preferred playing football to studying his lesson.
(iii) I thank thee, Ahmad, for teaching me that word.
(iv) He broke the rules without any intension of doing so.
(v) He was unlucky and therefore met with a bad accident on the eve of his examination.

## EXERCISE 2:

**(A) Change the voice.**

So, one evening when I heard fire engines with loud alarm bells rushing past my house, I quickly ran out and, a few streets away joined a large crowd of people; but we could see the fire only from a distance because the police was not allowing anyone to go near the building

**(B) Change the voice**

Employees will be given five working days to respond to the new contract. After that period, the contract will be signed and submitted for ratification. Because of this brief timeframe, no company-wide discussion will be held. It is hoped by us that the need for swift ratification of the contract and swift return to work is understood by all employees. The cooperation of that person is greatly appreciated by us.

## 2.5.4 NARRATION

**Giving an account of something said**

**DIRECT**

*The words of a speaker are conveyed unchanged:*

1. He said, "I am ill today."
2. Ahmad said to me, "Will you visit me this evening?"

*The unchanged utterance becomes a quotation, hence quotation marks are put.*

But in dialogue format quotation marks are not used:

Ali: I'm ill today.
Bilal: Did you take your medicine?
Ali: I am not health conscious.

**INDIRECT**

*The narrator narrates from his own perspective and makes four significant changes.*

1. He said that he was ill that day.
2. Ahmad inquired me if I would visit him that evening.

No quotation marks are used.

Ali said that he was ill that day.
Bilal asked whether he had taken his medicine
Ali replied that he was not health conscious.

**Direct into Indirect Conversion (Four Changes)**

He said <u>"</u> <u>I</u> <u>plan</u> to invite the principal <u>tomorrow</u>."

He told **<u>that</u>** **<u>he</u>** **<u>planned</u>** to invite the principal the **<u>next day.</u>**

| CHANGE NO. 1 | CHANGE NO. 2 | CHANGE NO. 3 | CHANGE NO. 4 |
|---|---|---|---|
| Replacement of quotation marks by a Conjunction | Change of Pronoun | Change of Tense | Change of Adverbials and demonstrative Adj |

**Note:**

a) Change No.1 and 2 are permanent. They are to be considered for each conversion from Direct into Indirect Narration.

b) Change No. 3 and 4 are not permanent. They are to be incorporated only when the tense of the reporting clause belongs to 'past'.

Example 1: Aslam **<u>says</u>** to me, "Zoya **<u>will</u>** top the class exam **<u>this</u>** year." (DIRECT)
Aslam **<u>says</u>** to me that Zoya **<u>will</u>** top the class exam **<u>this</u>** year. (INDIRECT)

Example 2: Aslam **<u>said</u>** to me, "Zoya **<u>will</u>** top the class exam **<u>this</u>** year." (DIRECT)
Aslam **<u>said</u>** to me that Zoya **<u>would</u>** top the class exam **<u>that</u>** year. (INDIRECT)

## Discussion on 'Four Changes' one by one:

### 1. Replacement of Quotation Marks by a Conjunction:

Quotation marks are the symbol of difference between Direct and Indirect speech. They can't be there in indirect speech as the narrator changes the words of the utterance. Merely the addition of a single word in the Direct speech nullifies its claim of quotation. Hence on priority basis quotation marks are removed. To fill this gap between two clauses we need a conjunction. We have four choices for this addition of conjunction.

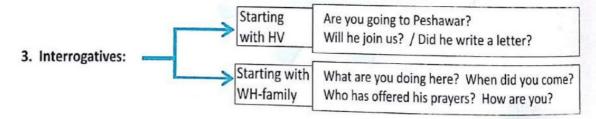
(i) **That** (for assertive/ exclamatory and optative)
(ii) **To** (for imperatives)
(iii) **If** / whether (for Interrogatives starting with HV)
(iv) **No Conjunction** (for interrogatives starting with WH-family)

For the right adjustment of the conjunctionwe must know:

(a) The five functional types of a sentence.
(b) To which functional type the sentence within the quotation marks (reported speech) belongs.

### Functional Types of a Sentence

**2. Imperative Sentences** ( Request/ advice/ Command) (V 1st form + Object + Adverbial)

Example: Live a peaceful life.
Don't interfere in others life.

**4. Exclamatory Sentences:** (Sentences showing feelings; happiness/ sorrow/ surprise etc.)

Example: What a huge building!
How superbly he played the ball on the leg side!

**5. Optative Sentences:** (Pray / Curse)

Example: May you pass in your exam!
Go to hell!
May you live long!

(i). 'That' as a conjunction: (In Assertive/ Exclamatory and Optative sentences)

Example 1: Akram said to me, "You have blue eyes." DIRECT
Akram told me that I had blue eyes. INDIRECT

**Analysis Example 1:**

The sentence within the commas (reported clause) is assertive; therefore, in indirect speech 'that' has been used as conjunction.

Example 2: They said to us, "We cannot reach on time." (Assertive Reported Clause)
They told us that they couldn't reach on time.(Conjunction 'that')

**Note:** There is no difference in the meanings of "told" and "said" but there is difference in the usage; "said" is used with or without object and "told" needs an object.
"Said" needs "to" with an object and "told" doesn't need "to".

Example 3: Akram said, "What a nice picture!" (Exclamatory Reported Clause)
Akram exclaimed with surprise that the picture was very nice. (Conj= 'that')

Example 4: We said to him, "May you live long."(Optative Reported Clause)
We prayed for him that he might live long. (Conjunction 'that')

(ii). 'To' as conjunction: (In imperatives)

Example 1: They said to us, "Go into the class." (Imperative Reported Clause)
They advised us to **go** into the class. (Conjunction = 'to')

Example 2: The father said, "Work hard, my son!" (Imperative Reported Clause)
The father ordered his son to work hard. (Conjunction = 'to')

Example 3: The policeman said to the passenger, "**Don't smoke**."(Imperative)
The policeman forbade the citizen to smoke. (Conjunction = 'to')

(iii). 'Whether / if ' as conjunctions: (In interrogatives starting with a HV)

Example 1: He said to you, "**Are** you ready?" (Interrogative starting with a HV)
He asked you **whether** you were ready. (Conjunction 'whether')

Example 2: The teacher said, "**Did** all the students go on the trip?"(?ve starting with a HV)
The teacher inquired **if** all the students had gone on the trip. (Conjunction = 'if')

Example 3: We said to him, "**Can** he cross the ocean without us?"(?ve starting with a HV)
We questioned him **if** he could cross the ocean without us. (Conjunction = 'if')

(iv). No Conjunction(In interrogatives starting with WH-family)

Wh-family Interrogative sentences in Reported speech takes no conjunction as the Wh-family word maintains its position and performs the role of a conjunction itself.

Example 1: He said to me, "**Why** are you so busy?" (Interrogative starting with Wh-family)
He asked me **why** I was so busy. (No Conjunction added)

Example 2: The teacher said, "**How many** boys submitted the paper?"(?ve starting with Wh-family)
The teacher asked **how many** boys had submitted the paper.(No Conjunction added)

Example 3: We said to him, "**What** were the types of amphibians?" (?ve starting with Wh-family)
We inquired him **what** the types of amphibians had been.(No Conjunction)

Wh-family word is maintained in interrogative sentences and is removed in exclamatory sentences.

**The most Important Note:**

As an impersonal narrator you have got nothing to do with any emotion, inquisition, pray or curse. You are to play the role of a postman who doesn't care about the emotion attached with the news. In Interrogative, Exclamatory and Optative sentences the sentence is transformed into an assertive sentence. Follow the examples.

**A. Interrogative Sentences:**

Example 1: Akram said to me, "**Have you brought** a cake?" DIRECT
Akram asked me if **I had brought** a cake. INDIRECT

**Analysis Example 1:** You did two things with this sentence:

a) The main verb of the reporting clause 'said' has been changed into 'asked' because the sentence inside commas is an inquiry. Other options are:
Inquired/ enquired / questioned

b) The structure of the reported clause has been transformed from interrogative into assertive.
Convert: "HV + S + Verb + obj?" ⟶ S + HV + V + Obj.

Example 2: She said to her brother, "**What are you looking for**?" DIRECT
She questioned her brother **what he was looking for**. INDIRECT

**B. Exclamatory Sentences:**

Example 1: They said, "**What a wonderful painting**!"
They exclaimed with surprise that the painting was very wonderful.

**Analysis Example 1:** You did two things with this sentence:

a) The main verb of the reporting clause 'said' has been changed into 'exclaimed' because the sentence inside commas is an exclamation. Further it's cleared whether the exclamation is due to happiness, sorrow or surprise.

b) The structure of the reported clause has been transformed from exclamatoryinto assertive.

Convert: "Wh-family + a noun phrase?" ⟶ S + HV + V + Obj.

All the words showing exclamation are removed. The biggest exclamation comes from Wh-family words, so they are replaced by the conjunction 'that'.

**C. Optative Sentences:**

Example 1: The mother said to me, "May you live long!"
The mother prayed that I might live long.

**Analysis Example 1:** You did two things with this sentence:

a) The main verb of the reporting clause 'said' has been changed into 'prayed' because the sentence inside commas is an optative.

b) The structure of the reported clause has been transformed from exclamatory into assertive.

Convert: "HV + S + Verb + obj+ adv!" ⟶ S + HV + V + Obj.

## Discussion on 'Four Changes' (Continued):

### 2. Change of Pronoun:

#### Method 1 (conceptual):

The person speaking and the person spoken to are seen from the perspective of a narrator, hence the narrator changes the pronouns accordingly. Following examples clarify the point:

Example 1: The security guard said to Ahmad at the gate, "I will not come tomorrow."
The security guard informed Ahmad at the gate that **he** would not come the next day.

**Analysis Example 1:** If you are the narrator you can simply understand following two things:

a) In Indirect speech it's not the security guard saying these words himself again.

b) It's not you who are going to be absent the next day.

The narrator would consider the security guard as the third person singular and change 'I' into 'he'.

Example 2: The security guards said to Ahmad at the gate, "**We** shall not come tomorrow."
The security guards informed Ahmad at the gate that **they** would not come the next day.

**Method 2 (Technical):** Follow the rule of 'SON'

**S = Subject** **O = Object** **N= No change**

He said to me that he was following my advice for their betterment

(i) 1st person (I/ We and all their cases) anywhere in the reported clause is changed according to the subject of the reporting clause.

(ii) 2nd person (You and itsall the cases) anywhere in the reported clause is changed according to the object of the reporting clause.

(iii) 3rd person (He/ She / it and all their cases) anywhere in the reported clause is kept unchanged.

Examples 1: He said to you, "You are my student and I want you compete him in your full capacity
He said to you that you were his student and he wanted you compete him in your full capacity.

Examples 2: I said to him, "I am happy for his decision to join us for your safety in their house.
I said to him that I was happy for his decision to join us for his safety in their house.

Examples 3: You said to me, "You are my brother. I urge you quit smoking and get rid of him at once.
You said to me that I was your brother. You urged me quit smoking and get rid of him at once.

**3. Change of Tense:**

1. Identify the tense of the Reporting clause.

The president says to the nation, "I am living a poor life."

Reporting Clause
Present Indefinite:

2. If the tense belongs to present or future, be relaxed and make no change in the tense of the reported clause.

The president **says** to the nation that he is living a poor life.

Reported Clause
No Change of Tense

3. If the tense belongs to past, get ready to change the tense of the reported clause.

The president said to the nation, "I am living a poor life and can't even support my family."

Reporting Clause
Past Indefinite

4. The president **said** to the nation that he was living a poor life and couldn't even support his family.

Reported Clause 1 Reported Clause 2
Tense has been changed for both clauses

Tense of the reported clause is changed according to the following table:

Present Tenses

| 1. Present Indefinite | into | Past Indefinite |
|---|---|---|
| He said to us, "I don't feel good here." | into | He said to us that he didn't feel good there. |

| 2. Present Continuous | into | Past Continuous |
|---|---|---|
| Bilal said to me, "The country is facing many problems." | into | Bilal said to me that the country was facing many problems." |

M Hassan Sabir

Present Tenses

| 3. Present Perfect | into | Past Perfect |
|---|---|---|
| Imran said to the nation, "I have awakened you." | into | Imran said to the nation that he had awakened them. |

| 4. Present Perfect Continuous | into | Past Perfect Continuous |
|---|---|---|
| He said, "I have been taking pills since Monday." | into | He told me that he had been taking pills since Monday. |

Past Tenses

| 1. Past Indefinite | into | Past Perfect |
|---|---|---|
| He said to us, "I didn't feel good here." | into | He said to us that he hadn't felt good there. |

| 2. Past Continuous | into | Past Perfect Continuous |
|---|---|---|
| Bilal said to me, "The country was facing many problems." | into | Bilal said to me that the country had been facing many problems. |

| 3. Past Perfect | into | Past Perfect Continuous (unchanged) |
|---|---|---|
| Imran said to the nation, "I had awakened you before any mishap." | into | Imran said to the nation that he had awakened them before any mishap. |

| 4. Past Perfect Continuous | into | Future Indefinite (only would + V1) |
|---|---|---|
| He said, "I had been taking pills since Monday." | into | He told me that he had been taking pills since Monday. |

Future Tenses

| 1. Future Indefinite (will/ shall + V1) | into | Future Indefinite (only would + V1) |
|---|---|---|
| He said to us, "I shall work hard." | into | He said to us that he would work hard. |

| 2. Future Continuous (will/ shall + be) | into | Future Perfect Continuous (would + be) |
|---|---|---|
| Fiza said to me, "The poor will be facing the worst food shortage." | into | Fiza told me that the poor would be facing the worst food shortage." |

Future Tenses

| 3. Future Perfect(will/ shall have + V3) | into | Future Perfect (would have + V3) |
|---|---|---|
| I told him, "We shall have succeeded." | into | I told him that we would have succeeded." |

| 4. Future Perfect Continuous(will/ shall have been) | into | Future Perfect Continuous (would have been) |
|---|---|---|
| Azfar said, "She will have been reading the book." | into | Azfar said that she would have been reading the book." |

## MODAL HELPING VERBS:

The past form of modal is used to join future Tense with the past tense.

MODAL HV

| 1. Can (capacity/ ability) | into | Could |
|---|---|---|
| The meson said, "I can build this ruin." | into | The meson told that he could built that ruin. |

| 2. May (possibility/wish/permission) | into | Might |
|---|---|---|
| I said to him, "You may cross the oceans in your imagination." | into | I said to him that he might cross the oceans in his imagination. |

| 3. Must | into | Must/ had to |
|---|---|---|
| The manager said to the workers, "I must appreciate your hard work." | into | The manager acknowledged the workers that he had to appreciate their hard work." |

If the past form of Modals is already there, they are maintained without any change

| | | |
|---|---|---|
| He said to the cyclist, "I **would** recommend you go this way." | into | He said to the cyclist that he **would** recommend him go that way. |

## 4. Change of Adverbials and Demonstrative Adjectives:

If the Reporting clause is in past tense we need to change the:

1. Adverbials related to present place and time

| | | |
|---|---|---|
| **Now**<br>He said, "I will join you now." | into | **Then**<br>He said that he would join us then. |
| **Here**<br>I said, "here are few books." | into | **There**<br>I told that there were few books." |
| **Today**<br>You said, "It may rain today." | into | **That day**<br>You said that it might rain that day." |
| **Yesterday**<br>I said, "Ali came yesterday." | into | **The previous day**<br>I told that Ali had come the previous day. |

| | | |
|---|---|---|
| **Tomorrow**<br>They said, "We would be on leave tomorrow." | into | **The next day**<br>They said that they would be on leave the next day." |
| **Last night**<br>You said, "I had a dream last night." | into | **The previous night**<br>You said that you had a dream the previous night. |
| **Ago**<br>I said, "I know, we have worked in the same office ten years ago. | into | **Before**<br>I said that I knew, we had worked in the same office ten years before. |
| **Thus.**<br>He said, "We don't own this building, thus we can't change its color. | into | **So**<br>He told that they didn't own that building, so they couldn't change its color |

**Demonstrative adjective (Present Noun into absent absent)**

| | | |
|---|---|---|
| **This (for present singular)**<br>He said, "This is my room." | into | **That (for absent singular)**<br>He told that that was his room. |
| **These (for Present Plural)**<br>I said, "These buildings are made up of brick." | into | **Those (for absent Plural)**<br>I told that those buildings were made up of brick. |

# 2.6 Adverb

**I. Adverb and its types:** (Qualifies a Verb, an Adjective and another Adverb)

An **intensely** dark cat ran **very fast**

SECTION 1

**Types**

1. **Adverbs of Manner**<HOW>( clearly, fluently, gladly, slowly, lazily, beautifully, anxiously, curtly, fast, well, Quickly, badly, nicely, sweetly, bravely, superbly)
2. **Adverbs of Time** <When> ( before, late, now, daily, lately, immediately, early, monthly, yearly, annualy, soon, tomorrow, since, then, yesterday, today, formerly, ago, already, yet.)
3. **Adverbs of Place** <Where>(Here, there, everywhere, up, down, forward, near, around, away, Backward, inside, outside, above)
4. **Adverbs of Frequency**<HOW OFTEN> (Ever, Sometimes, Seldom, Again, Frequently, Always, Never, Twice, Usually, Generally)
5. **Adverbs of Degree** <HOW FAR>(too, almost, quite, rather, very, much, enough, scarcely, hardly, less, more, so, altogether, partly, pretty, fully)

SECTION 2

**II. Order and Placement of Adverbs**

**ORDER of Adverbs: Manner + Place + Time (MPT Rule)**

He was dressed up neatly at the party yesterday.
He came happily here in the morning.

**PLACEMENT of Adverbs:**

(i) S + V.i + Adv  He walks **softly**. / They sleep **tight**. / I ran **fast**./ The sun shines **brightly**.
(ii) S + Adv + V.t + Object  He **fluently** speaks English.
(iii) S + V.t + Object + Adv  He speaks English **fluently**./ The policeman blew his whistle **loudly**.
(iv) S + HV + Adv+ V.t + Object  He has **fluently** spoken English.
(v) Adverbs of DEFINITE time either in the start or in the end. (today, yesterday, tomorrow etc.)
**Today**, he may arrive late. / He met me glaringly at the station **yesterday.**
(vi) Adverbs of Frequency are placed before the word they modify.
She **always** preferred studying./ He is **often** looted in this street.
(vii) If an Adverb modifies an Adj or another Adverb it is rightly placed before it.
An **intensely** dark cat ran **very** fast.
(viii) One adverb qualifying the whole sentence is placed in the start.
Hopefully, Probably, Obviously, Surely, Luckily, + (How, What)

* If adverbs of emphasis come at start, sentence is inverted.

**III. Adverbs of Emphasis (INVERSION):**

No sooner, No later, Not once, Not until, Not only, Only, Never again, Never before, Rarely, Scarcely, Hardly, Seldom

**Adverbs of Emphasis + HV + S + V + Obj** + full stop (not question mark)

Only after the meeting **did I** realize the importance of discussion.
No sooner had I reached the station than the train arrived.

**IV. Never split Infinitive:**

He decided **to smoothly settle** down the differences. INCORRECT
He decided **to settle** down the differences **smoothly**. CORRECT

## V. Adjective vs Adverb:

| | |
|---|---|
| Action Verb + Adverb | Linking verb/ Sensuous Verb/ H.V + ADJECTIVE |
| Well (adverb) | Good (Adjective) |
| Adj + ly = Adverb | Noun + ly = Adjective |
| Beautifully | friendly |

## VI. Important Points:

(i) Enough + Noun( He has enough money)

(ii) Adjective + enough ( The flower is beautiful enough)

(iii) 'Very' is used with the first degree only. ( He is a very nice man)

(iv) 'Much' is used with the second degree. (He is much nicer than me)

(v) Some (+ve sentence) | any (-ve&?)
There is some sugar in the pot. | Is there any sugar in the pot?

(vi) Still (+ve sentence) | Yet (-ve&?)
Ahmed is still busy. | He has not yet completed his assignment.

(vii) Very ( +ve feeling) | too ( -ve feeling)
The moonlight is very sweet | It's too hot today.

(viii) Be + due to = caused by ( This incident was due to their carelessness.)

(ix) Because of : (owing to) comes in the start of an adverbial.

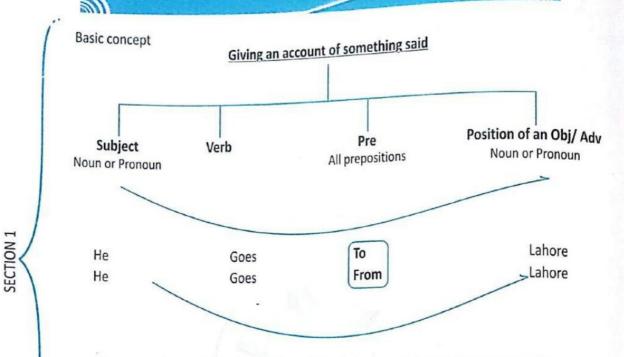
(x) Else ------- but combination
Nothing else but his sagacity saved him.

(xi) Fast (Correct) — Fastly (Incorrect)

(xii) Hard (Correct) — Hardly (Incorrect) (Hardly as an adverb of frequency is correct)

(xiii) Like (in the start) — Alike (in the end)

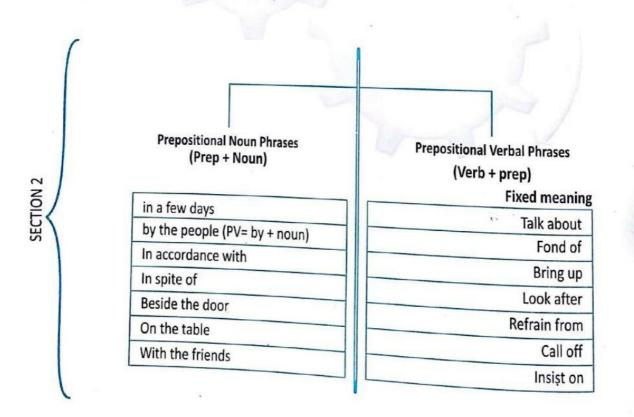
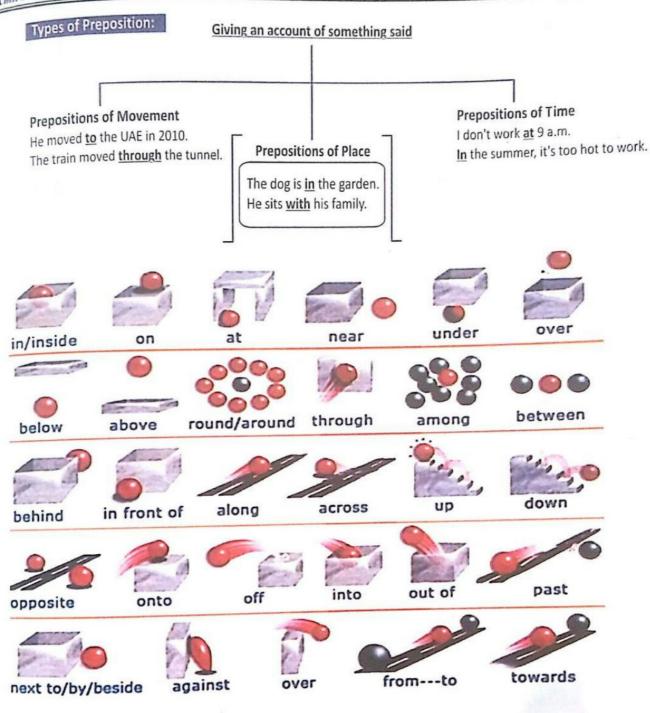
(xiv) As ( real situation) — Like ( Unreal situation)

(xv) After (in the start) — Afterwards (in the end)

There must be established a definite relation between two nouns in a sentence. The importance and basic concept attached to Preposition is evident in the upper given sentences. Merely a change in preposition reciprocates the meaning.

"Preposition is a word which explains the relation between two nouns or pronouns."

1. You are sitting on the chair (think about the relation between you and the chair).
2. The eraser is placed on the rostrum. (think about the relation between eraser and the rostrum)

| Prepositional Noun Phrases (Prep + Noun) |
|---|
| in a few days |
| by the people (PV= by + noun) |
| In accordance with |
| In spite of |
| Beside the door |
| On the table |
| With the friends |

| Prepositional Verbal Phrases (Verb + prep) Fixed meaning |
|---|
| Talk about |
| Fond of |
| Bring up |
| Look after |
| Refrain from |
| Call off |
| Insist on |

**1: Preposition of Movement** are used to show movement to or from a place.
To, through, across, into, onto

**TO:** We use 'TO' to show movement with the aim of a **specific destination**.

Example:
He went **to** Germany yesterday.
I walked **to** the office.
I was on the way **to** the station.
The meadows lead down **from** my home **to** the river. (from-to combination)

**THROUGH:** We use through to show movement from one side of an enclosed space to the other/ from a beginning to the end of an activity.

Example:
The train went **through** the tunnel.
The burglar got in **through** the window.

Example: The sand ran **through** my fingers
The wind whistled **through** the branches of the tree.
The path led **through** the trees to the river.
I'm halfway **through** her second novel.
It was **through** him that I got this job.
We'll be in New York Tuesday **through** Friday.

**ACROSS:** We use across to show movement from one side of a surface or line to another.

Example: She swam **across** the river.
I drew a line **across** the page.
Where is the nearest bridge **across** the river?
There is a bank right **across** the street.
Her family is scattered **across** the country. (throughout = across)

**In / into on / onto:**

**1: Static Prepositions in / on**

**Example:** There is a book **on** the table. (No movement)
Write five sentences **in** English. (No movement/ No change of phase)
The kids were playing **in** the street. (The street is going nowhere)
There is a mark **on** your shirt.

**2: Dynamic Prepositions into/ onto**

Dynamic Verb is followed by Dynamic Preposition.

**Example:** I placed a book **onto** the table.
Translate five sentences **into** English.(Change of phase)
The thief jumped from the roof of my house **into** the street.
He threw colors **onto** my shirt at the eve of summer holidays.
I threw the paper **into** the bin.

**Other Important Prepositions of Movement (In use Expressions)**

| | | |
|---|---|---|
| I ran... | acrossthe road. | (From one side to the other). |
| I ran... | along | the road. (The length of the road.) |
| I ran... | around | the playground. (In an exterior circle) |
| I ran... | away from | the policeman. |
| I ran... | back to | the shop. |
| I ran... | down | the hill. |
| I ran... | into | the room. |
| I ran... | off | the stage. |
| I ran... | onto (on to) | the platform. |
| I ran... | out of | the theatre. |
| I ran... | past | the opening. |
| I ran... | round | the track. |
| I ran... | Through | The tunnel. |
| I ran... | to | the door. |
| I ran... | towards | the bus stop. |
| I ran... | under | the shelter. |
| I ran... | Up | The hill. |

The preposition 'at' also shows the target of an action (in the direction of/ towards sb/sth)when used after some verbs.

**Example:** The bowler was sent off for throwing the ball at the umpire, instead of to the batsman.

The people threw the rotten eggs **at** the politician.
What are you looking **at**?
He pointed a gun **at** her?
Somebody threw butter cake **at** Bill Gates.

**2: Preposition of Place** can be used to show where something is located.
The prepositions at, on, and in:

**AT:** We use '**at**' to show a specific place or position.

**Example:** Someone is **at** the door.
They are waiting **at** the bus stop.
I used to live **at** 51 Portland Street.
**At** the roundabout take the third exit.
He met me **at** the corner of the street.

**ON:** We use 'on' to show position on a horizontal or vertical surface. (surface to surface contact)

**Example:** The cat sat **on** the mat.
The satellite dish is **on** the roof.
Analyze the diagram **on** page 5.
Try lying **on** your bed.
I came here **on** my bike.
He had been hit **on** the head.

We also use 'on' to show directions and the position on streets, roads, etc.

**Example:** **On** the left side of the temple you will see a statue.
I used to live **on** Tariq Street.

My father is about to reach. He is **on** his way.
I'll meet Ali while going to my office. His house is **on** the way.

On the way Vs in the way

**1: On the way OR on my/his/our way:** (Positive connotation) means:

i. 'On the route of a journey'
ii. 'Going smoothly with no hindrance.'

**Example:** We can leave early and have breakfast **on** the way.
I was **on** my way to Peter's house when I saw him in the street.
There are many refreshment points **on** the way to Patriata.

We can also use 'on the way to' (plus a noun or an -ing form of a verb) to mean 'close to' completing something:

**Example:** China is **on the way to becoming** one of the world's strongest economies.
Pakistan is **on the way to progress.** (on the way to + noun)

*On the way*

**2: In the way: (Negative connotation) means:**

i. In a position to obstruct, hinder, or interfere.
ii. 'Going awkwardly due to any hindrance.'

**Example:** A tough guy was **in the way** not letting me pass through the corridor.
She can't do her dance because the table is **in the way.**

'In the way' can also be used for difficult situations with the people.

**Example:**
We have important issues to deal with, but these petty arguments keep getting **in the way.**
I left because I felt that I was just **in their way.**

*In the way*

On the way Vs in the way

**IN:** We use **'in'** to show that something is **enclosed** or surrounded.

**Example:** The dog is **in** the garden.
She is **in** a taxi.
Put it **in** the box.
She got **in** her car and drove off.

We also use **'in'** to show position within land-areas (towns, counties, states, countries, and continents).

**Example:** I used to live **in** Faisalabad.
He stayed peacefully **in** a village at night.
It was a wonderful exhibition **in** my city **on** Shahra e Faisal **at** Al-Shifa building.

**More prepositions of place**

**AFTER:** (Later than something/ following something in time)

**Example:** She slammed (closed forcefully) the door **after** her.
They ran **after** the thief.
I'm always having to clean up **after** the children.

**AT:** (used to say where sth/ sb is or where sth happens/ where sb works)

**Example:** The secretary was sitting **at** her desk.
The man was standing **at** the taxi stand.
He had been **at** the bank longer than anyone else.

**BEHIND:** (at or towards the back of sth/sb)

**Example:** The car parking is **behind** the building.
He never won a race, he was always **behind** the others.
The sun disappeared **behind** the clouds.

**AMONG/ AMONGST:** (surrounded by sb/sth) (For a group of individuals)

**Example:** I enjoy being **among** my friends.
I found my handbag **among** my luggage.
A British woman was **among** the survivors.

**BETWEEN:** (in or into the space separating two or more points/ objects/ people) (For individuals of a group)

**Example:** The prisoner sat **between** the two policemen.
I held the pen **between** my thumb and fingers.
Switzerland lies **between** France, Germany, Austria and Italy.
A treaty was contracted **between** Faraz, Aslam and Bilal.

**IN FRONT OF:** (before sth/ sb)

**Example:** The teacher stands **in front of** the class.
The car was parked **in front of** the gate.
The criminal was questioned **in front of** the judge.

**NEXT TO / BESIDE / BY:** (At the side of sb/sth)

**Example:** In my English lesson I always sit **next to/beside/by** my friend.
The bank is **next to/beside/by** the hotel.
He sat **next to/beside/by** the door all the night.

## OVER vs ABOVE:

**OVER:** (Vertically above) or (covering a surface)+

**Example:** I put the tablecloth **over** the table.(Covering a surface)
She wore an **over** coat over his suit.(Covering a surface)
He held a large umbrella **over** her.(Vertically above)
There I saw a bridge **over** the river.(Vertically above)
There was a lamp hanging **over** the computer table.(Vertically above)

**ABOVE::** (at or to a higher place or position than sth/ sb)

**Example:** I enjoy watching the planes fly **above** me.
The water came **above** our knees.
The temperature was **above** average today.
We were flying **above** the clouds.
A captain in the navy ranks **above** a captain in the army.
Inflation is **above** six percent.
The sign hanging **over/above** the door read 'No smoking'. (Both correct)

## UNDER vs BELOW:

**UNDER:** (Vertically below) (Less than/ younger than)

**Example:** Have you looked **under** the bed?
The dog squeezed **under** the gate and ran into the crowd.
Nobody **under** eighteen is allowed to buy alcohol.
She has a staff of nineteen working **under** her.
The temperature outside was **under/below**0 Celsius.(Both correct)
The woman was sheltering **under** a tree.

**BELOW:** (at or to a lower level or position than sth / sb)

**Example:** I enjoy watching the clouds **below** me during flight.
He dived **below** the surface of the canal.
The temperatures remained **below** freezing all day.

## Prepositions of Time

Prepositions of TIME are used to show when something happened.

**AT, ON and IN:**

**AT:** We use at for specific times.

**Example:** I start work **at** 7.00 a.m.
I don't work **at** night.
We woke **at** dawn.
What are you doing **at** the weekend?
I didn't know **at** the time of writing.
The country is now **at** war.
I think Mr. Owais is **at** lunch.

**ON:** We use on for specific or special days and dates.

**Example:** My birthday is **on** Monday.
We're having a party **on** 7th September.
We will buy gifts **on** Christmas day.
I plan to visit my uncle **on** this Eid.

**IN:** We use in for nonspecific times during a day, a month, a season, or a year.

**Example:** In summer it's too hot to work.
I started this web site in 1999.
She woke up in the night.
She studied in the morning/ afternoon/ evening.
It will be ready in a week's time.

## More prepositions of time

### 1. Point in Time:

| | |
|---|---|
| **at** | 6 o'clock<br>Midnight |
| **on** | Saturday<br>April 10th<br>Christmas Day |
| **by** | the end of July (Indicates a deadline)<br>the first week of the next month. |
| **till / until / up to** | March (indicates an end point)<br>Saturday<br>9 a.m. |
| **since** | April (indicates a beginning point in time)<br>8:45 p.m. / 10th March<br>Morning/ evening/ night (with all the phases of a day)<br>Years A.D / A/H |

### 2. Length of Time:

| | |
|---|---|
| **in** | July<br>The autumn<br>the morning<br>the middle of Exams |
| **during** | the meeting<br>the lesson<br>the protest |
| **for** | two days<br>twelve months<br>ten years |
| **throughout** | August<br>the project<br>the year |

## IMPORTANT POINTS:

### i). In spite of / Despite/ During + Noun/ Noun Phrase

*Example:-* **In spite of** the injury, the player played well.
Jess' father climbed the hill **despite** the poor health.
He felt breathless **during** the race.

**In spite of the fact that/ Despite the fact that /While + Clause**

*Example:-* **In spite of the fact that** he was injured, the player played well.
Jess' father climbed the hill **despite the fact that** he had poor health.
He felt breathless **while** he was competing in the race.

### ii). In the beginning vs at the beginning:

**In the beginning (at first)** is used with a situation which contrasts with the later one. It is used when further detail of the proceeding is given in next clauses.

*Example1:-* Mr. Hafeez recited the holy Quran **in the beginning** of the annual dinner and afterwards the principal delivered his welcome speech.

*Example2:-* **In the beginning** Sarfaraz played well, but Misbah couldn't maintain the same rhythm later on.

*Example3:-* **In the beginning** of the book, the hero is trapped but escapes and makes his way to Cairo.

**At the beginning:** is used for the time and place where something begins.

*Example:-* We are going to launch our new book **at the beginning** of the next week.
I felt sleepy **at the beginning** of the lecture.
**At the beginning** of the book there is the title of the book.

### iii). Beside vs Besides:

**Beside:** (next to/ at the side of sb/sth)

*Example:-* Arif was sitting **beside** Rizwan in the class.
I request you to be seated **beside** me in the exam.

**Besides:** means 'In addition to / apart from sth'
(Beside + s = means you are going to add sth in sth/ one + another)

*Example:-* **Besides** working as a doctor, he also writes novels in his spare time.
I have got no family **besides** my parents.
I've got plenty of other things to do **besides** talking to you.

### iv). Toward vs Towards:

"Toward" and "towards" are both correct and interchangeable: you can use either one because they mean the same thing. Many sources say the "s" is more common

*Example:-* Scientists are moving **toward** the conclusion. (The NY Times- New York))
Scientists are moving **towards** the conclusion. (The Daily Mail- London)
Libyan rebels advanced west **towards** Tripoli today. (The British)

### v). WITH vs BY vs IN

**With**: is used for an instrument through which the action is carried out.

*Example:-* Write here **with your pen.**
A dog was beaten **with a stick.**

**BY**: is used for an agent (the doer) who performs an act.

**Example:-** A dog was beaten **by him.**
An essay was written **by me.**

IN: is used for the material/ method of doing an act.

**Example:-** Write here with your pen **in black ink.**
She was dressed all **in red.**
I paid it **in cash.**

## Important Prepositional Phrasal Verbal:

| | | |
|---|---|---|
| Agree | Agree with + someone<br>Agree with + something | I **agree with my brother** in this matter.<br>I **agree with her analysis** of the situation. |
| | Agree to + something | Do you think he'll **agree to their proposal?** |
| | Agree on + a plan/ price/ | He wouldn't agree on this plan. |
| | Suggestion | The shopkeeper and I agreed on its price. |

| | | |
|---|---|---|
| Anxious | Anxious for + somebody | Parents are naturally **anxious for** their children. |
| | Anxious about + something | He seemed **anxious about the meeting.** |

| | | |
|---|---|---|
| Apologize | Apologize for + sth | I **apologize for** my coming late.<br>We **apologize for** the late departure of this flight. |
| | Apologize to + somebody | Go and apologize to her. |

| | | |
|---|---|---|
| Argue | Argue with + somebody | I don't want to argue with you. |
| | Argue about/ for/ against + sth | They **argued about** the recent spread of dengue.<br>They **argued for** the right to strike.<br>They **argued against** the recent spread of dengue |

| | | |
|---|---|---|
| Attempt | Attempt on (attack) | A robber **attempted on** a pedestrian. |
| | Attempt to do + something | Some of the crowd attempted to break through the police lines. |

| | | |
|---|---|---|
| Clever at | Clever at (skillful) | She is **clever at** getting what she wants. |
| Good at | Good at ( able to do) | He is **good at** managing affairs.<br>He is **good at** many languages. |
| Bad at | Bad at (unable to do) | He is **bad at** managing affairs. |

| | | |
|---|---|---|
| Correspond | Correspond with + sth | Your account of events doesn't **correspond with hers** |
| | Correspond with + sb | I **correspond with my** manager through email. |
| | Correspond to + sth | Why did you not **correspond to my** application? |

| | | |
|---|---|---|
| Disappointed | Disappointed with + sb | She was very **disappointed with** his classmates. |
| | Disappointed with/ at /about / by + something | He was **disappointed at** the result of the game.<br>I am **disappointed by** his leg-pulling. |
| | Disappointed in + sb/sth | I was **disappointed in** you.<br>They were **disappointed in** the outcome. |

| | | |
|---|---|---|
| Differ | Differ with + someone | I have to **differ with you** on that. |
| | Differ from + sth | You have all the right to **differ from my** opinion. |

| | | |
|---|---|---|
| **Die** | Die of/ from + cause | He died of/ from cancer.<br>He died from the injuries. |
| | Die for + sth | He **died for** his beliefs. I can **die for** my country. |
| | Die out/ down (to fade to almost nothing) | The flickering flame **died out.** / The airplanes won't take off until the winds **die down.** |
| | Die back (death of plants) | This kind of grass **dies back** every year. |

| | | |
|---|---|---|
| **Live** | Live at (an address) | My uncle lived at 29-B Gulgasht Colony Multan. |
| | Live on (a street) | He lives on Quaid e Azam street near Gol Bagh. |
| | Live with (people) | I live **with my family** in Multan. |
| | Live in (a house/ a city/ a country) | We live **in Multan**; the city of saints.<br>He lives with his family in his house at 10-A. |

| | | |
|---|---|---|
| **Made** | Made of (visible material in finished product) | The chair is made of wood and aluminum.<br>The floor is made of marble. |
| | Made from (invisible material) | A soap is made from the fats of animals.<br>A bread is made from wheat. |

| | | |
|---|---|---|
| **Please** | Please with + someone | My father is **pleased with** me. |
| | Please with/ at something | I was **pleased at** his arrival.<br>The teacher was **pleased with** his performance. |

| | | |
|---|---|---|
| **Succeed** | Succeed in + Ving + sth | I **succeeded in achieving** my goals. |
| | Succeed in + Noun | They **succeeded in the achievement** of their goals |
| | Succeed to (to gain the right to a title/ property. | She **succeeded to the throne.**<br>He has all the right to **succeed to the tenancy.** |

| | | |
|---|---|---|
| **Suspect of** | Suspect of + Ving | He was **suspected of buying** smuggled goods. |
| | Suspect+ someone of + Ving | I **suspect him of cheating** from my notebook. |

| | | |
|---|---|---|
| **Tie** | Tie up (To fasten) | The gang **tied up** a security guard. |
| | Tie sb down (To restrict sb's freedom) | Kids **tie you down**, don't they?<br>Every Govt. tries to **tie down** the media agencies. |

| | | |
|---|---|---|
| **Turn** | **Turn out** (develop/ expose) | Despite our worries everything **turned out** well. |
| | **Turn somebody out** (To force sb to leave a place) | I **turned him out** of the stadium on his misconduct. |
| | **Turn sth out** (To switch a light or a heat source off) | Don't forget to **turn out the lights** before sleep. |
| | **Turn down** (reject) | The President has **turned down** his request. |
| | **Turn sth up** (To increase) | The music was **turned up** loud. |
| | **Turn into + a direction** | I turned my car into the car park.<br>He turned into a narrow street. |
| | **Turn into** (Transform) | His bravery **turned him into** a warrior. |

| Confess | Confess to + a person | He **confessed to the judge** that that was his mistake. |
|---|---|---|
| | Confess + Noun | He **confessed robbery.** She confessed her ignorance. |
| | Confess to + doing sth | I must **confess to knowing** nothing about laptops. |
| | Confess + that clause | He **confessed that** he had stolen the money. |

| Worry | Worry about + someone<br>Worry about + something | Don't **worry about me.** I'll be all right.<br>He is always **worrying about his weight.** |
|---|---|---|
| | Worry for + something | He was **worried for his impending exam result.** |
| | Worry over + something | There is no point in worrying over things you can't change. |

Note: For 'Conjunctions' study 'word-word combinations' at page 10